

WE'RE
HIRING!



EXECUTIVE DIRECTOR

Seeking an Executive Director of the Upper Peninsula Children's Museum...

Position highlights:

- Develop and oversee all fund-raising campaigns, all day-to-day operations, and be a strategic and thoughtful leader for the entire museum.
- Proposed salary range: \$45,000 - \$50,000.
- Flexible office hours with some remote work options.
- A generous PTO package is offered.
- Approximate start date: Fall 2022
- To apply email a cover letter and resume by June 15, 2022, directly to upcmkids@gmail.com with **Subject line: Museum Director**



Who we are:

The [Upper Peninsula Children's Museum](#) is a hands-on museum, designed by kids for everyone. It is a world of wonder where the first steps in learning occur through play, a world filled with imagination and creativity, a world where relationships are strengthened through laughter, conversation, friendship, and family interaction. The Museum opened its doors in 1997 and recently celebrated its 25th birthday.

The Upper Peninsula Children's Museum is an open-minded intuition where ideas are shared, but where acceptance and love prevail. We strive to be inclusive and provide programming to all.

The Upper Peninsula Children's Museum focuses on hands-on exhibits for children birth to about ten, while older children enjoy the exhibits when accompanied by a younger child. Family interaction is encouraged. Programming is offered to children through the age of 18 and families.

The Museum owns a 32,000 square foot building. 16,000 square feet is used by the Museum for its mission: Engaging youth and families to discover through interactive exhibits and learning opportunities.

It is a 501(c)(3) nonprofit organization with a budget of approximately \$400,000 and 40,000 guests annually. Approximately 60% of the budget is raised through earned income (admission, memberships, parties, rentals, sales, etc.) and approximately 40% is raised through philanthropy (grants, personal gifts, service clubs, events, etc.)

16,000 square feet of the building is rental. The Baraga Place rental property has 11 rental units that include a wine store, offices, a hair salon, and bakery to name a few.

The Museum has a management team of five people and about 10 floor/store/cleaning part time staff. The Museum is overseen by a Board of Directors of up to 15 individuals.

The Executive Director position:

The current director is also the founder of the Museum having assumed the position in 1992 after successfully setting up a corporation and nonprofit status. The current salary is \$44,000, no health insurance is provided. A generous PTO package is offered by the board. Office hours can be flexible, and some work can be completed remotely. While oversight of the Museum is critical the Museum has a hard-working competent staff that runs the day-to-day operations. Staff's family and health must always take precedence to assure a healthy, happy, and loyal work culture.

Preferred skills/qualifications/experience:

- Understanding and comfort in all forms of fund raising to include:
 - Grant writing
 - Event management
 - Public campaigns
 - Social media fund raising
- Management/entrepreneurial experience
- Nonprofit experience
- Interest in/understanding of early childhood development
- Strong skills in networking and trust building
- HR experience
- Positive attitude, roll-up-your-sleeve attitude. Team spirited.



- Leadership to do good for others
- A bachelor's degree in related field
- Success in meeting deadlines
- Proficient in computer use and programs
- Proficient in social media and marketing
- Honest and trustworthy

Job tasks:

- Leadership to do good for others and continue to provide a positive environment through hands-on exhibits and programming.
- Develop and oversee all fund-raising campaigns
 - Events: work closely and oversee event committees to assure the events are successful
 - Oversee all campaigns
 - Oversee and write majority of all grants for Museum, exhibits, and most programs.
 - Assure all grants are submitted within deadlines, work with staff on determining needs
 - Assure all licenses are in place.
- Oversee all licenses, taxes, and bookkeeping to include:
 - Monthly board reports
 - Process weekly POS and bills
 - Oversee all purchases
 - Request all checks/CC use working closely with the bookkeeper
 - Sign all checks
 - Process payroll biweekly (every other week)
- Network in the community and within the state to build partnerships
 - Sit on other boards
 - Attend other events
 - Attend regular meetings of the area cultural directors
 - Member of state Museum/arts agencies
 - Attend conferences to network and learn from others in the field
- Assist staff through encouragement and support, so they can do their jobs and assure cohesiveness among staff members, sustaining a healthy happy work environment.
- Oversee weekly management team meetings and establish agendas and take notes. Be an active player in the team.
- Oversee the building, new construction, repairs, and general maintenance working closely with staff.

- **Oversee and work closely with the Board of Directors**
 - **Assure communication and oversee the monthly meetings**
 - **Produce monthly reports of activities**
 - **Assure all financials are created by the bookkeeper**
- **Work with staff, board, invited guests for strategic planning.**

To apply send resume, cover letter to upcmkids@gmail.com, **subject line Museum Director**

The Upper Peninsula Children's Museum is an Equal Opportunity Employer

The qualities and job tasks listed above are not all inclusive.