

JOB TITLE: Chief Executive Officer and President
EMPLOYER: Museum of Science and Industry (MOSI)
DEPARTMENT: Administration
REPORTS TO: Chairman of the Board of Directors

SUMMARY:

The Chief Executive Office and President (CEO) is appointed by and is accountable to the Board of Directors and is responsible for the development, operation, and administration of the Museum of Science and Industry (MOSI). The CEO/President serves as the chief administrative officer of MOSI with major responsibility for the fiscal, human resource, program management, and overall supervision.

The CEO/President provides strategic leadership for all aspects of the daily operation of MOSI and works with the Board to develop and implement the ongoing strategic initiatives for the institution to achieve the mission and vision.

The CEO/President serves as a non-voting member on the Board of Directors and carries out the policies regarding the MOSI which have been adopted by the Board.

The CEO/President works with all elected officials, state and local authorities, business leaders, educational personnel, and other colleagues in MOSI and/or entertainment industries to ensure the attainment of all MOSI performance accountability goals as established by the Board of Directors.

The CEO/President must have a passion for science and STEAM education and be able to further MOSI's role in being an important partner in the informal education of visitors and students.

Duties and Responsibilities:

- Responsible for overall direction of MOSI's programs and components. Provide leadership and guidance for department officers and directors, who will in turn manage the day-to-day activities of the institution.
- Oversight of all staff and volunteers. This includes the programming for recruiting, hiring, and supervising staff and volunteers as required. Ensure that all staff and volunteers understand their roles in the organization, are informed of the MOSI's policies and procedures, and receive proper assessment of and recognition for their efforts.
- Represent the MOSI and its interests in a wide variety of local, regional and statewide (national if the times warrant) settings, with the goal of maintaining/growing MOSI's reputation and credibility as a regional educational resource and visitor destination.
- Consult with the Board of Directors in developing policies affecting personnel, finance, operations and facility utilization, and is principal liaison between staff and Governance Committee.
- Spearhead the development and administration of MOSI's annual budget in partnership with the staff and input from the Finance Committee of the Board of Directors.
- Serve as the public face and official spokesperson for MOSI; promote the organization's mission to all constituencies, the general public, and the media. Assure proper representation and effectively convey the history and vision of the organization. Provide executive leadership to all marketing, communications, and branding initiatives for MOSI.
- Seek opportunities to enhance MOSI's impact and increase the visibility of the organization by leveraging existing relationships with donors, corporate partners, other cultural institutions and academic partners and by creating new strategic relationships.
- Develop a knowledge of and acumen for platforms and technologies to keep the current with technology.
- Ensure compliance with all laws related to the MOSI's operations.
- With Development staff, provide direct assistance to the Board in its fund-raising efforts; providing advocacy of MOSI's needs to current and potential donors.

- Review periodically the operations of MOSI to determine how effectively and efficiently all its components are being administered and whether they are meeting the goals of MOSI's strategic plan as adopted by the Board of Directors.
- Develop and implement long-range plans to build and maintain MOSI collections that support exhibitions, build and maintain capacity for facilities and personnel, and educational activities.

QUALIFICATIONS:

- Graduate-level education is preferred in science, education, and/or museum studies. A combination of education and relevant experience may be considered.
- Demonstrated record of successful management as a director of a museum or a major department within a large museum operation. Experience with financial management of museum operations.
- Demonstrated ability to nurture and maintain a force of highly motivated and professionally successful personnel.
- Must be capable of promoting MOSI and its components in a manner that will engender a high level of local, regional and national recognition, thereby attracting sufficient interest and resources to support, sustain and complement the institution's programs and professional objectives.
- Must be able to work closely, cordially and effectively with an all-volunteer Board of Directors and its officers, regularly and candidly communicating all matters which may be deserving of or require that governing body's interest, attention and/or action. Must act promptly and positively to accomplish such operational goals, objectives and directions as may, from time to time, be established and/or communicated by, or on behalf of, the Board.
- Demonstrated record of successful fundraising activity and ability to maintain and cultivate a strong fundraising program in conjunction to enhance financial support for the MOSI and its initiatives.
- A record of leadership for facility enhancement projects.
- Experience with strategic planning and establishing and implementing strategic goals.
- Excellent oral and written communication skills.
- Demonstrated creative approach to problems solving and the ability to approach a situation with new perceptions.
- Demonstrated ability or potential to plan, develop, implement, and evaluate educational materials and direct effective programs that engage a diverse audience.
- A commitment to maintaining a campus environment free from discrimination and harassment as articulated by federal law.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand.
- Frequently required to walk.
- Frequently required to sit.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- Frequently utilize visual acuity to operate equipment, read technical information and/or use a keyboard.
- Occasionally required to lift and/or carry items less than 25 pounds.
- Frequently exposed to outside weather conditions.
- Occasionally required to climb, balance, bend, stoop, kneel, or crawl.