

Wonder Works, a Children's Museum in Oak Park
Oak Park, Illinois

Position: Executive Director

Accountability: To the Board of Directors

Reports: To the President of the Board of Directors

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The Executive Director is responsible for the Leadership and Administration, Financial Performance and Viability, Fundraising, Community Relations, Programs and Events, Facilities and Board Governance. This position requires close collaboration with the community, employees, volunteers, donors and board of directors. Helping to implement a strategic and operational plan for the overall growth and development of the Wonder Works Museum. Developing fundraising program to include sponsorship benefits, recognition of prospects and donors. Cultivating community relationships to raise money for funding priorities.

Duties and Responsibilities -

Leadership and Administration

1. Provide leadership and support for the training needs of the staff and volunteers,
2. Direct and manage CMOP employees and volunteers, and
3. Ensure CMOP human resources practices are consistent with CMOP policy and related regulatory standards.

Financial Performance and Viability

1. Propose an annual budget for the Board's approval at the Board's annual meeting, and oversee adherence to the approved budgets,
2. Oversee the annual audit and the filing of all legally required financial related documents with applicable local, state and federal authorities,
3. Oversee, mandate and keep the Board apprised of all bank accounts and other museum assets, and
4. Oversee, manage and keep the Board apprised of all debt obligations.

Fundraising

1. Plan and secure the necessary resources to insure attainment of development goals, in accordance with an annual development plan,
2. Develop proposals for specific exhibit, program, and/or CMOP funding including grants, ad mission fees, individual and corporate giving, and any other sources,
3. Oversee and assist in the annual CMOP fundraisers, and
4. Oversee and direct sponsorship programs.

Community Relations

1. Develop, cultivate and maintain a network of individuals and community groups to stay informed of emerging issues and opportunities in the community,
2. Establish relationships to support CMOP program initiatives,
3. Advocate on behalf of the nonprofit sector, and participate in activities and events sponsored by other organizations that enhance the image of the museum, and
4. Establish relationships for fundraising initiatives and program development relevant to the CMOP.

Program and Events

1. Structure, monitor, evaluate and modify the CMOP programs and events,
2. Ensure grant-funded programs are compliant,
3. Maintain awareness of child learning and development requirements to guide program development staff appropriately, and
4. Ensure program initiatives are consistent with current market needs and expectations.

Facilities

1. Establish and implement systems and procedures to maintain a healthy and appropriate environment for CMOP staff, visitors and program participants,
2. Ensure vendors and suppliers meet relevant standards to meet CMOP requirements,
3. Ensure facility and programs are properly insured and protected in accordance with SMOP policy.
4. Establish capital improvements plan for Board consideration. Implement as approved.

Board of Governance

1. Maintain effective, timely and accurate communications and information with the Board,
2. Recommend policies to the Board and/or assist the Board in the development of policies for the effective and efficient operation of the CMOP, and ensure the implementation of such policies.
3. Ensure that the museum operates within its own by-laws, as well as applicable laws, contract terms, mandates and policies, and
4. Participate in all Board meetings and report to the Board as directed.