



# JOIN OUR TEAM!

1100 Main St • Stevens Point, WI 54481 • 715-344-2003

## POSITION: Executive Director

We are looking for the next Executive Director of the Central Wisconsin Children's Museum. This is an exciting role, with a meaningful impact on the community. This position's overall responsibilities include leadership, management, general administrative functions, and supervision of personnel. You will run the day-to-day operations of the museum, while working with the board of directors on the long-term vision of the museum.

### POSITION RESPONSIBILITIES

1. Foster and communicate a compelling vision and engage in strategic leadership. The executive director is responsible for leading the board, staff and other stakeholders to ensure that the organization has a strategic plan that is current, relevant and responsive to our environment. The executive director is responsible for fulfilling the museum's vision and plan.

2. Implement resource development initiatives and ensure sustainability of operations. The executive director is the primary staff member responsible for securing financial resources required for the daily operation and long-term sustainability of the Central Wisconsin Children's Museum. This includes identifying, securing and stewarding resources from a wide variety of sources.



3. Advocate for the mission of CWCM to the community and foster positive relations with board members. The executive director is the chief spokesperson and public advocate for the museum and is expected to represent the museum's interests and image to the public. The executive director is the lead staff member on all board committees and for special projects with the board.

4. Lead in the area of organizational management and operations. The Executive Director has ultimate responsibility for the leadership and management of the museum.

5. Manage financial resources and implement financial and legal practices of the organization. The Executive Director is responsible for ensuring that the organization follows sound financial practices, including realistic budgeting, product management of financial resources and employment of the museum's assets for the most effective long-term fulfillment of its mission.

### HOW TO APPLY

Email a resume to Cory Rusch, Executive Director, at [Cory@cwchildrensmuseum.org](mailto:Cory@cwchildrensmuseum.org).