

Benicia Historical Museum

Job Description Form Executive Director

Division/Department: All - Museum and Events

Location: The Benicia Museum, 2060 Camel Road, Benicia, CA 94510

Job Title: Executive Director

Reports to: Board of Directors

Type of Position: Full-time Part-time Contractor Intern Fellow

Hours: 40/week on average basis/ Salaried.

Schedule: generally, 9:00am-5:00pm, Monday - Friday

Employment Status: Exempt Non-Exempt Review: X 90 Days X Annually in 3 rd quarter

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation of the Benicia Historical Museum building and grounds. The Executive Director is charged with implementation of policies set by the Board of Directors, Annual Goals and Action Plans, Protection of the organization's Financial Assets, Financial Management and Stability, Quality Standards in Mission-based Activities, Human Resources, Customer Service, Marketing and Public Relations. Key Responsibilities: Leadership, Financial Management, Physical Plant, Museum Management Systems, Event Management Systems, Public Relations/ Marketing and Personnel

Key Responsibilities: Leadership, Financial Management, Physical Plant, Museum Management Systems, Event Management Systems, Public Relations/ Marketing and Personnel

Leadership

- Provides leadership and management for Staff and Customers. Develops strong working relationships with Directors of the Board and officers.
- Facilitates communication, cooperation and building a cohesive work environment for all departments within the organization.
- Responsible for administration of the overall operation of the organization to produce good measurable results to the satisfaction of the Board and partnerships.
- Develops and implements, with the Board of Directors-, short- and long-range plans, and annual work plan with accountable actions.
- Ensure compliance with all licenses and documentation for Museum's 501c3 status and other legal requirements for operations.
- Identify areas of need and seek volunteer resources, educational resources, and professional development opportunities for staff and Board.

Financial Management: In conjunction with the Director of Operations,

- Works closely with the Volunteer CPA and paid Bookkeeper, overseeing all financial and accounting functions including those necessary for timely monthly reports: payroll; budgeting; financial analysis; capital asset and property management in accordance with generally

accepted accounting principles; Board policies and other applicable nonprofit rules and guidelines.

- Collaborates with the Treasurer on financial recommendations that facilitate the annual budgeting process that translates into the detailed financials in summary form.
- Works closely with the Bookkeeper to ensure timely billing/ chargebacks and paying of all the Museum's bills, ensuring all deposits and financial activities for the organization are tracked and dispersed according to schedule.
- Responsible for overseeing grants and vendor contracts including timetables and results.
- Manages all grant writing, donor communications, gift/grant management, and evaluation.

Physical Plant: In conjunction with the Director of Operations,

- Collaborates with Building and Maintenance Board Member to monitor building operations including the presentation equipment, computer systems, building security systems, maintenance and cleanliness, and safe use of the facility. Ensures premises are clean and parking lot operations serve public operations and private rentals. Updates, as needed, exterior signage. Prioritizes and recommends future building enhancements.
- Responsible for ensuring appropriate staff is in place during any/all hours of operation, with support from the Director of Operations, activities in a timely manner. Builds relationships with current donors and seeks new donors.

Museum Management Systems: In conjunction with the Museum Curator,

- Collaborates with Curator on oversight of artifacts, acquired objects, collections, and organization thereof, relevant to the BHM mission.
- Plan, organize, interpret, and present exhibitions, lectures, tours and outreach programs.
- In conjunction with Museum staff, oversee the recruitment, training, and coordination of Museum volunteers/docents.
- Administer functioning of the History Committee to guide mission-based activities.

Event Management Systems: In conjunction with the Office Manager:

- Ensures all relevant rental literature and website is current and up to date. Makes changes as needed.
- Works with the Board of Directors and Office Manager to meet goals set for rental program revenue and growth. Oversees policies and procedures, and other event staff to ensure successful contract execution and maximum profitability.
- Embodies strong interpersonal skills including experience in public speaking, ability to build relationships with City Officials, business and non-profit organizations as well as other relevant organizations such as contacts in the wedding and business fields.
- Ensures smooth internal operations with staff via various internal software systems.

Personnel • Supervise and leads a small team of one part-time employee.

- Responsibilities include oversight of all staff including front desk, event, and building management staff, hiring, training, and evaluating employees; assigning and directing of work;

mentoring, rewarding and disciplining employees; addressing complaints and resolving problems.

- Under the Board of Directors, ensures benefits, performance reviews, salary increases within the budget, and staff development to assure high levels of expertise and performance.
- Develop good working relationships with Board and Committees.
- Ensures staff stays within hour restrictions, as determined by budget.

_____ **Executive Director** _____ **Date**

_____ **Board President** _____ **Date**