

Museum Director

The New Britain Industrial Museum ["Museum"] seeks a Director whose primary focus will be museum development and fundraising governed by the museum's board. The Director's responsibilities will include expanding educational activities, community outreach and strategic alliances. The Director will also work closely with the Fundraising and Membership committees to increase Museum operating and program income.

Summary of Responsibilities:

1. Participates in fundraising and development activities, including grant writing and developing relationships with foundations, corporations, and individual donors.
2. Works with the Board to implement the strategic plan and initiatives to fulfill the mission of the Museum to increase local, statewide, and national awareness and prominence.
3. Directs the Museum's operations, to include development, education and public programming, finance, external communications, and vendors.
4. Serves as spokesperson and advocate for the Museum. Establishes strong partnerships in the community. Enhances the Museum's public image to expand interest and support.
5. Assists the Board in the overall development of public relations and marketing initiatives.
6. Oversees the *collections and facilities manager*, a volunteer position. The director will be expected to develop a working knowledge of the collection.

Preferred Qualifications:

- a. Minimum education requires a Bachelor's degree. Advanced degree helpful.
- b. Five (5) years of experience in a museum, nonprofit organization, and/or business. Minimum of three (3) years at a senior managerial level preferred.
- c. Experience implementing strategic plans helpful. Ability to work with and be responsive to museum board of directors.
- d. Demonstrated knowledge of standards and best practices for museums, non-profits, and similar organizations, as well as a history of involvement in relevant professional organizations.
- e. Experience in fundraising with businesses and individuals, and audience development.
- f. Demonstrated excellence in writing and public speaking.
- g. Ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and in community relations and outreach capacities.
- h. Competence in managing museum operations. Ability to work successfully with museum staff/volunteers, and diverse public constituencies.
- i. Success in developing, managing, and growing an annual operating budget. Strong business management skills, including maintaining museum budget.
- j. Planning, time management and decision-making skills. Working knowledge of spreadsheet, database, email, website, calendar/scheduling, marketing, and social media and word processing software important.
- k. Willingness to work a variable schedule, including weekends and evenings when needed.
- l. Experience with "Past Perfect" software membership/donor components very helpful.

The Museum seeks to hire the Director part-time [approx. 25 hours over 5 days weekly], with possibility of a full time position. Salary will be commensurate with experience. The New Britain Industrial Museum is an equal opportunity employer.

Please email resumes by January 26, 2018 to newbritainim@gmail.com, or mail Attn: Randall Judd at NBIM, 59 West Main Street, New Britain, CT 06051.