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THE RALPH C. WILSON, JR.  
CHILDREN'S MUSEUM

## **JOB DESCRIPTION Executive Director**

**Status: Exempt, Full-Time**

**Reports To: President & Chief Executive Officer**

**Salary:\$75,000-\$85,000**

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### **Position Summary**

Reporting to the President & Chief Executive Officer, the Executive Director plays a pivotal role in the daily management of the museum. In addition, this role will assist in overseeing the museum's leadership team, including the department Directors, manages the annual operating budget, and helps shape and execute the long-term vision of the organization.

The Executive Director is responsible for strengthening the Museum's brand, advancing its mission, and ensuring long-term financial sustainability. The ideal candidate has a proven track record of driving organizational results, leading high-performing teams, and demonstrating strong communication, writing, and collaboration skills.

The Museum's mission is to provide best-in-class play experiences where all children, families, and the community can explore, learn, and develop together. The Executive Director will work closely with the President & CEO to ensure that the mission and the Museum's commitment to equity, diversity, and inclusion—remains central to all organizational strategies, decisions, and community engagement efforts.

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### **Primary Responsibilities**

#### **Leadership & Strategy**

- Partner with the President & CEO to define and execute the Museum's strategic vision and operational goals
- Provide leadership and oversight to museum team, oversee Operations, Guest Services, Education and Marketing departments
- Foster a collaborative, innovative, and inclusive organizational culture
- Monitor and implement industry, educational, cultural, and social trends and implement best practices
- Oversee daily operations of the museum, ensuring a welcoming, safe and professional environment for our visitors
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#### **Board Relations**

- Partner with Board leadership to identify opportunities for board development and expansion
- Encourage active Board participation through committees and leadership roles
- Support Board diversity, expertise, and philanthropic capacity
- Cultivate strong relationships based on trust, transparency, and accountability

#### **Fiscal Oversight & Operations**

- Assist with the development and management of the annual operating budget
- Work with direct reports to maintain strong fiscal oversight, including short- and long-term financial

- planning
- Ensure compliance with organizational policies and procedures
- Support sustainable organizational growth through sound financial strategies

### **Development & Community Engagement**

- Implement fundraising initiatives including major gifts, grants, and special events
- Participate in and support Museum events such as fundraisers and donor engagement activities
- Represent the museum at community events, conferences and meetings
- Build and maintain relationships with community partners and stakeholders

### **Equity & Inclusion**

- Champion the Museum's commitment to equity, diversity, and inclusion across all operations

### **Qualifications**

- Bachelor degree in Museum Studies, Public Administration, Business Administration, or a related field required. Master's degree preferred. In lieu of formal education, 5 years of direct museum leadership will be considered.
- Minimum of 5 years of experience in a leadership role required, museum operations is preferred
- Proven experience in organizational leadership and administration
- Ability to engage and interact with visitors and staff
- Experience working with nonprofit boards and fundraising initiatives
- Strategic and creative thinker with the ability to guide a growing organization
- Strong interpersonal and collaborative skills
- Excellent written and verbal communication skills, including grant writing
- Strong project management and organizational skills

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### **Physical and other Requirements**

- Must be available to work evenings, weekends and holidays
- Ability to lift and/or move up to 20 pounds on a regular basis
- Ability to remain active within the museum environment for extended periods
- High level of energy and engagement when interacting with visitors and staff
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

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### **Preferred Qualifications**

- Experience in museum operations

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Please send cover letter/resume to [dmcclain@exploreandmore.org](mailto:dmcclain@exploreandmore.org)