



SANTA CRUZ MUSEUM

of natural history

Employment Opportunity

Executive Director

Overview

The Santa Cruz Museum of Natural History seeks an experienced and creative leader to be our Executive Director. Through our extraordinary location, interactive displays, dynamic programs, and special collections, the Museum highlights the region's diverse natural history, from the shores of the Monterey Bay to the summit of the Santa Cruz Mountains. Over a century old, the Museum has recently been in a period of major growth and revitalization. Our institution seeks a skilled leader to guide the organization through our new multi-year strategic plan focused on cultivating science literacy and environmental stewardship, expanding community involvement and support, updating our capital facility, and providing quality experience for our visitors and members. Candidates are sought who have strong science backgrounds, professional and personal philosophies aligned with our mission, and are ready to lead our community institution through its physical transformation.

About the Museum

The Santa Cruz Museum of Natural History seeks to connect people with nature and science to inspire stewardship of the natural world. Established in 1905, the Museum is one of the oldest institutions in Santa Cruz. We can trace our beginnings to the collection of local naturalist Laura Hecox, who gifted her collections to the City of Santa Cruz for the establishment of its first public museum. For over a century, the City of Santa Cruz operated the Museum until, due to lack of funds, it turned operations of the institution over to its long-time non-profit partner, the Santa Cruz Museum Association in early 2009. The Museum is now a fully independent, community-supported non-profit organization. Since early 2015, the Museum has undergone a period of tremendous revitalization and growth. During this time, we have grown Museum attendance and membership by over 20%, diversified and improved programming, enhanced visitor experiences, and strengthened our operational infrastructure. We also nearly doubled our staff size, including key new positions within Development, Communications and Collections.

The Museum is at a pivotal point in our organizational history as we continue to strive to transform the Museum into a more dynamic, thriving learning center. We are a confident, energetic team of staff and Board members poised to build upon our successes. We seek a

director who will lead us through our newly approved strategic plan and guide us through the next phase of our revitalization, a master plan to transform our physical spaces to best fulfill our strategic goals. The Museum currently operates with annual budget of \$825,000, a staff of 13 and a volunteer Board of Directors. We currently serve over 32,000 children and adults each year. The Museum is located in Santa Cruz, California in a historic Carnegie Library adjacent to Tyrrell Park and Seabright Beach, facing the beautiful Monterey Bay.

The Santa Cruz Museum of Natural History invites qualified candidates for the position of Executive Director. The Executive Director provides leadership and direction to the Museum guided by the organizational strategic plan and in partnership with the Board of Directors. They will work closely with the Board and staff in meeting identified fundraising, marketing, programmatic, and financial goals and objectives. Key areas of responsibility include direction and management of staff; direction and oversight of programs and activities of the organization including collections care; determining and implementing present and future operating and capital requirements for the organization; and conducting fundraising objectives and initiatives.

Core Duties and Responsibilities

- ❖ Provide leadership to communicate and achieve the vision and mission of the Santa Cruz Museum of Natural History. Foster its reputation as a significant and relevant science education institution for the community and region.
- ❖ Develop, for approval by the Board of Directors, long-range goals and organizational plans necessary to implement the vision, mission and goals of the Santa Cruz Museum of Natural History.
- ❖ Guide the Development Manager in implementation of a comprehensive fundraising program to include membership and donations, planned giving, major donor programs and events, sponsorships, foundation and governmental funding sources, and donor development for current and future needs. Oversee data tracking, communications, proposals, and grantwriting as necessary.
- ❖ Direct the fiscal management of the Museum, including budget development and oversight of fiscal records to ensure the sound financial health of the organization. Prepare annual work plan and budget with the Operations Manager and present for Board approval in accordance with the strategic plan and other organizational plans.
- ❖ Oversee enhancement of visitor experience and audience participation with targeted upgrades to building and exhibits and provision of diverse and quality programming. Guide the Visitor Services Manager and Education Manager to set the vision and direction for Museum outreach, exhibits, and programs with the objective of expanding audience participation and engagement as well as developing associated revenue to provide long-term health and financial vitality to the Museum.
- ❖ Provide the vision for the temporary exhibits program and oversee the Visitor Services

Manager in their implementation of the exhibit logistics.

- ❖ Oversee and ensure stewardship of the Museum's collection according to national museum standards.
- ❖ Motivate and guide staff in excellence and professionalism. Directly supervise staff (currently 5 managers) and support team work and strong project management.
- ❖ Serve as the primary liaison and provide leadership to the Board of Directors in their fiduciary and oversight roles for the Museum. Encourage, energize, and support Board participation in development and strategic activities. Report routinely to the Board of Directors and prepare monthly, quarterly and annual reports for the Board of Directors.
- ❖ Act as an engaged advocate and ambassador to build the Museum's presence in the community. Develop key partnerships and collaborations with groups that share our mission. Oversee the Community Relations Manager in supporting strong communication of our mission and activities to attract and support a larger audience base.

Qualifications and Requirements

- ❖ B.A. or B.S. degree (required), with advanced degree preferred in a scientific field or a field related to the Museum's mission
- ❖ Minimum of five years' experience as senior manager within a museum or related cultural organization
- ❖ Strong scientific knowledge and interest, as well as a commitment to our mission
- ❖ Strategic thinker with experience creating and implementing multi-year and annual plans and setting priorities
- ❖ Engaging communicator, including public relations, public presentations, ease in myriad social situations involving a range of stakeholders
- ❖ Extensive skills in resource development that include fundraising, grantwriting, and revenue generation. Success in implementing development and fundraising strategies and processes applicable to the Museum's vision and mission
- ❖ Financial acumen, demonstrating success with operational budgeting, multi-stream revenue management, earned and contributed income development and long-term financial planning
- ❖ Leadership skills and experience working with a board of directors to set strategic priorities and align outcomes with resources
- ❖ Strong organizational management skills with the ability to coach staff and manage high-performance teams at an outcome-based organization
- ❖ Excellent written and verbal communication skills and a demonstrated ability to communicate clearly and professionally, and to achieve consensus and buy-in for new directions
- ❖ Effective interpersonal skills: a good relationship-builder who is professional, down-to-earth, diplomatic, and engaging

- ❖ Highest level of independent judgment, analytical and problem-solving skills
- ❖ Self-directed, energetic and motivated with a strong work ethic

Additional Desirable Qualifications

- ❖ Experience leading or developing a small science institution through a significant transition or growth phase. Master planning experience, highly desirable
- ❖ Museum curatorial experience
- ❖ Experience with facilities/building operations
- ❖ Spanish language proficiency

To Apply

Interested candidates should submit a cover letter and detailed resume to: employment@santacruzmuseum.org with the subject line: Executive Director. Or, you may send your application via postal mail to:

Santa Cruz Museum of Natural History
Attn: Human Resources
1305 East Cliff Drive
Santa Cruz, CA 95062

This position will remain open until filled. Review of applications will begin in late July. All applications will be kept confidential. Please no phone calls regarding this position.

This is a full-time exempt position. Salary will be commensurate with experience.

The Santa Cruz Museum of Natural History is an equal opportunity employer.