Executive Director

Friends of the Maine State Museum

Job Description

The Executive Director has two major responsibilities. One is to provide organizational support to the Friends of the Maine State Museum and to assist the Board of the Friends in achieving its mission, goals, and priorities. The other is to help sustain the Friends' ongoing partnership with the Maine State Museum.

1. Collaboration and Partnership with the Maine State Museum and Commission

Develops and maintains a collaborative relationship with the Maine State Museum to advance its mission-driven activities. This includes identifying mutually beneficial partnership opportunities, negotiating agreements, and overseeing joint projects and initiatives, and is described in our Memorandum of Understanding with the museum. By fostering a culture of cooperation and open communication, the Executive Director ensures that the partnership is strategic, sustainable, and aligned with the museum's priorities, ultimately expanding the museum's reach and resources.

2. Strategic Management

Manages a Board in transition with renewed purpose due to the recent addition of new board members, increased funding, and the reopening of the museum after a 5-year closure. The Executive Director ensures that the Board operates cohesively and with a clear mission. The Executive Director helps the Board in establishing its strategic direction, identifying priorities, setting measurable goals, and monitoring progress toward achieving the organization's mission.

3. Board Support and Development

Provides direct support to the Board of Directors by preparing materials for meetings, facilitating effective communication, and ensuring timely follow-up on Board decisions. The Executive Director will assist with Board development and help orient new members. This includes advising on best governance practices, supporting board leadership development,

and fostering a collaborative environment where diverse perspectives are valued and leveraged for informed decision-making.

4. **Financial Management**

Oversees the organization's financial operations, including budgeting, accounting, and reporting, to ensure fiscal responsibility and transparency. The Executive Director will develop annual budgets, monitor expenditures, prepare financial statements, and work closely with the Board to maintain sound financial practices. This role also includes ensuring compliance with financial policies and regulations, managing cash flow, and identifying opportunities for cost savings and revenue growth. The Executive Director works directly with the museum on expenditure approvals, tracking, and accurate reporting for those accounts that involve funds specifically raised for museum activities.

5. **Staff Supervision**

Oversees all Friends staff members, fostering a collaborative and supportive work environment. This includes recruiting, hiring, onboarding, and evaluating staff, as well as providing ongoing training and professional development opportunities.

6. **Community Engagement**

Leads and supports initiatives to build meaningful relationships between the museum and the broader community, strengthening the museum's visibility and impact. The Executive Director will coordinate the production of informational materials, the use of social media, and support the implementation of the museum's marketing plan. The Executive Director will also coordinate the Friends' outreach programs, represent the Friends at community events, and collaborate with local partners to promote shared goals. This role also includes gathering feedback from community stakeholders and incorporating their perspectives into strategic planning and organizational activities.

7. **Fundraising**

Leads and manages all Friends fundraising activities, creating and executing strategies to meet the organization's financial goals and to increase its fundraising capacity by cultivating donor relationships, managing campaigns, planning events, and grant writing. The Executive Director is also responsible for developing and promoting a planned giving

program, encouraging donors to make long-term contributions through bequests, trusts, and other legacy gifts. This role requires close coordination and collaboration between the Board and museum leadership on mutually beneficial projects and ongoing evaluation of fundraising approaches that drive sustainable growth. The Executive Director will also, in cooperation with the museum, provide grant writing and fundraising support for museum projects where appropriate.

8. **Membership Support**

Develops and implements strategies, in collaboration with the museum, to grow and engage the organization's membership base, fostering a sense of community and involvement. The Executive Director will oversee membership recruitment, retention, and renewal efforts, ensuring members feel valued and have opportunities to participate in events and initiatives.

9. **Volunteer Recruitment**

Supports the museum's efforts to recruit dedicated volunteers who support the museum's programs and operations. This includes assisting the museum with events and activities to recognize volunteers' contributions to encourage ongoing engagement and satisfaction.