

January 2021
Job Description
Senior Manager, Community and Strategic Initiatives



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

POSITION REPORTS TO

Chief Executive Officer

POSITION SUMMARY

The Manager of Community and Strategic Initiatives is an integral part of the Leadership Team of the Museum and will be responsible for managing and strengthening the Explore & More brand while executing educational programming and supporting community partnerships. This position will assist with daily operations of the museum, education direction-program development, strategic planning, impact evaluation, partnership relationships, overseeing fundraising programming to include sponsorships and grants. The incumbent will bring a proven track record for driving results, team management, strong communications and writing skills and creative collaborative and educational approaches.

Explore & More-The Ralph C. Wilson, Jr. Children's Museum has as its mission to provide best-in-class play experiences where all children, families and the community can explore, learn and develop together. Explore & More fosters and supports its commitment to equity, diversity and inclusion.

PRIMARY RESPONSIBILITIES

Management:

- ✓ As a member of the Leadership Team, provide thought leadership and value-added contributions, promoting cooperation and integration of all functional areas. Provide transparent feedback to staff, Executive Team, and Board of Trustees.
- ✓ Manage a team. Conduct staff evaluations within and assist with hiring additional resources, as needed.
- ✓ Adopt a "best in class" approach for Museum educational programming. Instill in the Team an appreciation of the Museum's mission, a passion for promoting it, and line-of-site awareness to everyone's role in the success of the organization.
- ✓ Ensure that policies and procedures are consistent with Museum DE&I policies and examined through Racial Impact Analysis tool.
- ✓ Support Explore & More's commitment to diversity and inclusion and ensure its Board and staff reflect the communities the Museum serves.
- ✓ Develop and implement operational and strategic education and special event/programming plans ensuring all strategies and tactics support the Museum's strategic goals, inclusive of development and adoption of Key Performance Indicators (KPIs), outlining required budgets and resource allocations, development messaging and channel strategies, etc.
- ✓ Prepare, monitor, and adhere to annual budgets for all areas under span of control.
- ✓ Write, edit, proofread and revise grants, sponsorship packets and public relations materials, including copy for marketing collateral, newsletters, press releases, stakeholder and employee communication, presentations and strategy documents.
- ✓ Report regularly on educational/programming performance, assess against and modify to achieve goals (ROI and KPIs).
- ✓ Manage relationships with outside agencies and businesses in order to optimize value and leverage opportunities and partnerships that are mission aligned.

PROGRAM AND DEVELOPMENT

- ✓ Provide vision and leadership for long and short-term mission-delivery and program goals and subsequent program development.
- ✓ Member of the leadership team that meets weekly to implement long and short-term plans for growth, structure and organization of the museum.
- ✓ Facilitate board, staff and constituent engagement in strategic planning and major projects.
- ✓ Work with Leadership Team to develop the annual operating budget, and other budgets as needed.
- ✓ Maintain and develops partnerships as appropriate to the mission of the Museum (not-for-profits, businesses, etc.).

Communications

- ✓ Establish sound working relationships and cooperative arrangements with community groups and organizations. Signs and approves contracts as needed.
- ✓ Represent the programs and mission to agencies, organizations and the general public.
- ✓ Develop strong relationships with community groups, volunteers, funders and members
- ✓ Contribute to and assists with education newsletter.

ADDITIONAL RESPONSIBILITIES

- ✓ Participate in Racial Equity Impact Analysis Training.
- ✓ Lead the Education Committee on behalf of the Museum.
- ✓ Participate on and/or chair the Marketing and Visitor Experience committees
- ✓ Attend and/or help staff museum events such as major fundraisers, donor appreciation nights and major programming events.
- ✓ Stay on top of industry, educational, cultural and social trends to implement for the Museum, its staff, partners, and visitors.

REQUIREMENTS

- ✓ Master's degree, in Education, Management is preferred.
- ✓ Minimum eight years in a progressively responsible education role.
- ✓ Experience in a management role, supervising staff and fostering accountability.
- ✓ Strong **analytic skills** to track and measure performance.
- ✓ Fluency in one or more languages in addition to English is a plus.
- ✓ Strong **communication skills**: verbal and writing skills-experienced grant writer.
- ✓ Strong **interpersonal skills** with the ability to work cooperatively with individuals inside and outside the organization.
- ✓ Strong **project management skills** with the ability to produce high quality work in a fast-paced, collaborative, team environment while meeting deadlines.
- ✓ Strong strategic thinker and creative problem solver.

Candidates must send the following to be considered: resume, cover letter, resume and salary range requirements to: Michelle Urbanczyk, CEO @ careers@exploreandmore.org