Position Profile

Museum Director
Cable Natural History Museum

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Mission, Vision, Accreditation

Mission
To connect people to Northwoods nature through educational experiences that inspire wonder, discovery and responsibility.

Vision
We envision a community engaged in meaningful connections with nature.

Strategic Priorities
The board and staff have been focused on building the Museum for the future and have engaged with donors and the community to draft a new strategic plan to guide the organization through 2025. The major goals of the plan include:

1. Develop a comprehensive volunteer program.
2. Hire a new Executive Director and successfully transition the organization for new leadership.
3. Evaluate the need for additional staff.
4. Research and design a comprehensive Human Resource strategy.
5. Research and purchase a new Point of Sale (POS) system.
6. Prepare for 2025 reaccreditation review by the American Alliance of Museums.
7. Create a comprehensive development/fundraising and marketing plan.
8. Maintain current program success while addressing internal and external changes and maximizing new opportunities.

Accreditation by the American Alliance of Museums
The Museum is now a nationally accredited museum with high professional standards, credibility and accountability, committed to continuous improvement with a clear sense of purpose and the ability to leverage resources for sustainability and strength. In 2016 the staff worked very hard for this honor, and it places us in a small group of museums at the top of the list of museums across the country.

Location
The Cable Natural History Museum serves residents and seasonal visitors of the five counties in northwestern Wisconsin (Bayfield, Douglas, Ashland, Sawyer, and Washburn). This area (5,895.3 square miles) is primarily rural, encompassing large portions of the Chequamegon-Nicolet National Forest and more than 750,000 acres of state and county forest land.

For more information about the region, please visit the Cable Chamber of Commerce at cable4fun.com.

We would like to acknowledge that the Cable Natural History Museum is located on the traditional lands of the Anishinaabe and Oceti Sakowin (Sioux) People. We honor with gratitude the land itself and the people who have stewarded it throughout the generations.
Organization Overview
The Museum is a non-profit organization and in a strong financial position. The operating budget is funded by memberships, donations, grants, program fees, endowment interest, and fundraising events.

PROGRAMS
The CNHM receives over 10,000 visitors a year. Summer vacationers and second homeowners comprise a significant number of our visitors. Over the course of a year, the Museum provides almost 300 educational programs for residents, seasonal visitors, and community groups.

Each year Museum staff and volunteers design a theme-based exhibit for the exhibition hall. Specimens from the Museum's collections form the centerpiece of the exhibit. The exhibition hall also holds the Curiosity Center, a permanent exhibit designed especially for children. In addition, the classroom provides gallery space for a variety of rotating exhibits.

Children’s programming includes learning opportunities in the classroom through MuseumMobile, Museum on-site field trips, Junior Naturalists summer day camp, make-and-take nature crafting and more. Adult programs are scheduled year-round and consist of many outdoor activities like “Birding by Ear” on the water, hiking to study local flora and fauna, and harvesting wild edibles including native mushrooms. Our portfolio of adult programming also includes many Wisconsin Master Naturalist Advanced Training courses on topics like Glacial Geology and Tree identification, and we host Wisconsin Master Naturalist certification courses.

PROPERTIES
The CNHM owns three properties. The first, the Museum building itself, is located in the heart of Cable, WI. The 6,000 square foot nature-inspired structure was completed in 2008 and houses all of our exhibits, collections, administrative offices, gift shop, storage, and an educational classroom. Within the same land parcel is the Log Community House, now leased to and home of the Forest Lodge Library. It was built in 1925 by Mary Livingston Griggs to honor her mother, Mary Steele Livingston. Mary Livingston Griggs’ death would later inspire her own daughter, Mary Griggs Burke, to establish the CNHM in her honor.

Located just a half-mile from the Museum is the Wayside Wanderings Natural Play Area, a heavily wooded site which includes a one-mile trail with several natural play features encouraging children to climb, explore, and connect to nature. The property is used year-round for outdoor Museum programs, especially those for children and families. A new fully funded screened pavilion to be named Wake Robin after the trillium flower representing the three parts of our mission opens for the 2022 summer session. The pavilion will address growing demands for storage, programming, and accessibility; it includes restrooms, kitchen facilities, an exhibit workshop, and much needed storage space.

The Jackson Burke House is located on Lake Namakagon and is used to house interns, guests, and visiting researchers. The 2,400-square-foot structure was completed in 2001 and is named after the late husband of Mary Griggs Burke, Jackson Burke, who also served on the Museum’s first board of directors. The two-story structure features four bedrooms, each with its own bathroom, a large, shared commons area, kitchen, and a full basement. Design and construction of the building was made possible through a grant from the Mary Livingston Griggs and Mary Griggs Burke Foundation of St. Paul, Minnesota.

Position Description
The Museum Director has full responsibility and authority for the management and coordination of the Museum’s operations, finances and the management of a staff of four FTE. The Museum Director works closely with the Museum's Board of Directors and has broad decision-making authority in the area of the Museum’s plans and programs. The Museum Director should serve as an advocate and spokesperson to represent effectively the Museum and its possibilities to individuals as well as both public and private entities to generate enthusiasm and attract wide interest and support. This position does require some evening and weekend work.
Key Responsibilities:

1. **Provide the organizational vision, personal leadership and long-range strategic planning for the Museum’s financial stability, growth and long-term development.**  
   a. Formulate and implement overall marketing and communications programs designed to create a clear, consistent identity for the museum.

2. **Be a positive and engaged leader of the CNHM team creating a transparent and collaborative culture that supports team members in their work and in their professional development.**  
   a. Manage staff and delegate specific responsibilities and appropriate authority.  
   b. Coach team members and invest in their professional development to achieve success.  
   c. Maintain a high level of morale and provide direction to achieve the highest level of ethics and integrity.  
   d. Ensure that education programs and exhibits are integrated and consistent with the Museum’s mission and goals.  
   e. Maintain and encourage open communication with staff, Board and volunteers.

3. **Provide leadership to the operations of the Museum.**  
   a. Prepare and administer the annual budget to ensure financial controls are in place.  
   b. Provide stewardship of the physical plant, ensuring facilities, grounds and collections of the Museum are well maintained and safe.

4. **Act as the key ambassador to connect with the region.**  
   a. Cultivate and maintain enduring relations with current and potential funding sources.  
   b. Develop productive partnerships with other cultural institutions, agencies and organizations.  
   c. Stay current on new developments in the world of museums, natural history and the environment.

5. **Lead strategic initiatives and management of all fund-raising efforts.**  
   a. Create and coordinate programs to increase the organization's support base among individuals, grants, corporations, charitable foundations and additional sources.  
   b. Locate, identify, approach and solicit major donors for annual and capital gifts as well as write grants.

6. **Partner with the Board of Directors to govern CNHM.**  
   a. Ensure timely risk assessment to mitigate any risk to the organization.  
   b. Maintain informal and formal contact with Board members and serve as liaison between the Board and staff.  
   c. Maintain a high level of professionalism and ethics.

Qualifications

**Minimum/Required:**

1. Minimum of 3 years in a leadership role, including managing a team, in a nonprofit or for-profit organization.
2. Bachelor’s degree in a related field required. Master’s degree preferred.
3. Demonstrates successful experience in fundraising, program development, organizational growth, strategic planning, and working effectively with a Board of Directors.
4. Demonstrates strong leadership skills.
5. Has experience in budget planning, development and managing a budget.
6. Has high ethical standards including integrity, transparency, accountability, respect, flexibility, responsibility, openness, and honesty.
7. Is committed to diversity and equity and treats all people with respect and dignity.
8. Is a skilled communicator and has the ability to communicate the mission and vision of the Museum.
9. Is a data-driven, research-based decision maker with a positive focus on what we can do as an organization.
**Highly Desired:**
Has experience living in NW Wisconsin and has already developed strong relationships and connections in the 5-county region.

**Compensation:**
The compensation range for this position is $55,000 to $65,000 annually and participation in the organization's benefits plan.

**Application Procedure and Contact Information**
Qualified applicants should apply by sending a resume and a cover letter as 1 PDF. Please include a personal statement of interest and your preferred email and cell phone information. All information should be sent to kjsearch2022@gmail.com and must be received by July 15, 2022. No hard copies or phone inquiries please. If requested by the candidate, materials will be treated confidentially throughout the screening process.

Approved travel expenses during the interview process will be reimbursed. Final candidates will have background checks and references reviewed.

Questions can be directed to Kathi Jensen at: kjsearch2022@gmail.com

CNHM is proud to be an Equal Opportunity Employer and we believe in a diverse and inclusive workforce. We welcome applications regardless of ethnicity or cultural background, age, gender, nationality, religion, disability, or sexual orientation.