

President/CEO – Castle Museum of Saginaw County History

Saginaw, Michigan

Beginning Salary: \$85,000-\$90,000

General Description

The organization seeks a dynamic leader who is skilled at working with diverse groups, well-versed in non-profit leadership, an effective communicator, and adept at collaborating with and supervising paid staff and volunteers. The President is the Chief Executive Officer of the Castle Museum and reports to the Board of Directors. The President is responsible for carrying out the museum's strategic plan, including its mission, goals, and strategic vision, as well as other policies and goals approved by its Board. The President/CEO is the local "face" of the Castle Museum. The overall responsibilities include leadership, management, institutional growth, employee focus, preservation and presentation, finance/funding, community relations, and maintaining an effective relationship with the Board of Directors.

The Castle Museum of Saginaw County History is supported in large part through a taxpayer millage, which also funds general operations for four other county historical societies. The Castle Museum is home to a collection of over 150,000 artifacts from Saginaw County, housed between the Museum Annex and the historic 1898 Castle Museum building. We pride ourselves on exploring, preserving, and presenting the story of the people of Saginaw County through our exhibits and expert staff. Each year the Castle Museum serves nearly 100,000 guests through visits, tours, and off-site events.

Essential Job Functions

Institutional Growth

- Promotes awareness of the Castle Museum, its exhibits, and its offerings, as well as implement strategies to increase visitors.
- Ensures that comprehensive and effective programs are offered that promote the museum's mission.
- Works to increase the stature and visibility of the Castle Museums in the local community, as well as increase membership and visitation.

Community Relations

- Serves as the chief ambassador for the Castle Museum, striving to build positive relationships with local and regional communities.
- Works to understand community needs and facilitates the Castle Museum's involvement with people and programs throughout the county.
- Exhibits a high level of credibility that represents the museum's interests in a positive, transparent, and honest way to the public.
- Gives appropriate updates to the taxpayers through attendance at Saginaw County Commission meetings.

Communication/Collaboration

- Is the public voice of the Castle Museum in all matters in which the organization has a significant interest.
- Provides the Board with adequate information/sound recommendations, performs duties of the board on its behalf, and implements Board policies/initiatives. Facilitates participation of the Board in committees, promotion of the museum, and outreach and fundraising efforts.
- Encourages beneficial cooperative and collaborative relationships with other museums, educational organizations, and similar organizations.

Management/Organizational Effectiveness

- Maintains a positive, professional environment that attracts, retains, motivates, and supports a diverse staff of highly qualified, team-oriented personnel.
- Works effectively with staff to maintain positive employee relations and morale, sets high standards, supports their professional development, encourages effective communication, and actively responds to employee matters and concerns.

Preservation and Presentation

- Ensures that the physical structures and grounds of the museum are maintained in a forward-thinking and responsible manner that preserves assets and provides a sound and attractive environment for staff and visitors alike.
- Works with curatorial staff to ensure the museum is preserving and presenting the collection in an engaging manner that supports the Castle Museum's mission.
- Works with education staff to ensure they develop and maintain a comprehensive program of events, educational programs, and curricula that is responsive to the Castle Museum's visitors, members, and overall community.

Finance/Funding

- Exhibits rigorous financial stewardship, specifically developing, managing, and monitoring the museum's annual budget to ensure taxpayer funds are used efficiently. This includes periodically seeing and securing millage and non-millage funding at the appropriate level to ensure continued operations.
- Leads the museum's fundraising efforts to identify, cultivate, and solicit major donors, including grant opportunities.

Leadership/Vision

- Works with the board, staff, and other stakeholders to ensure that the organization's strategic plan remains current, relevant, and responsive to our community. Leads the organization toward fulfillment of the Castle's mission, vision, and goals.
- Identifies and analyzes problems and issues confronting the museum, makes sound decisions, and promotes an atmosphere which encourages growth while maintaining high standards of ethics, honesty, and integrity.

This position requires regular on-site work in Saginaw, Michigan, and occasional evening or weekend attendance at programs, meetings, and events throughout Saginaw County to maintain an active and visible presence within the community and foster engagement with residents, community leaders, and partner organizations.

Benefits

Full-time employees of the Castle Museum receive contributions to an IRA retirement account and a vision plan.

Education/Experience

The successful candidate will have a demonstrated record of leadership or educational training for a leadership position in public history. Applicants should have:

Six years of leadership experience in the fields of Public History or non-profit/public/business administration

OR

An associate's degree in any field with four years of leadership experience in the fields of Public History or non-profit/public/business administration

OR

A bachelor's degree in any field with two years of leadership experience in the fields of Public History, or non-profit/public/business administration

OR

A graduate degree in a field related to Public History (history, anthropology, museum studies, etc.) or public/business administration

To apply, please submit a resume or curriculum vitae and brief cover letter outlining your interest and relevant leadership and educational experience to board@castlemuseum.org