**Executive Director**

**O'Fallon, Missouri**

**Position Overview**

The Executive Director leads the Mid America Veterans Museum's daily operations and advances its mission through museum management, fundraising, community engagement, and organizational planning.

Working with the Board of Directors, the Executive Director establishes priorities, manages resources, and supports the museum's long-term sustainability. The director serves as the museum's public representative and builds relationships with donors, sponsors, volunteers, community organizations, and other partners.

The Executive Director reports to the Board of Directors through the Board President and implements board-approved policies, budgets, and strategic priorities. The director exercises day-to-day management authority within board-approved limits.

**Key Responsibilities**

**Leadership and Strategic Planning**

- Work with the Board of Directors to develop and implement long-term plans aligned with the museum's mission and vision.
- Translate organizational goals into operational priorities.
- Collaborate with the board to allocate resources and monitor progress.
- Develop annual operating goals, track key performance indicators, and provide regular progress reports to the board. Metrics include fundraising, donor retention, attendance, community partnerships, financial performance, and program impact.
- Stay informed about museum management practices and developments relevant to the organization.

**Museum Operations and Team Leadership**

- Manage daily museum operations and maintain high standards for visitor experiences, programs, and facilities.
- Supervise staff and guide the work of curators and other team members.
- Delegate responsibilities, communicate expectations, and provide support and feedback.

- Coordinate work across museum functions to support organizational goals.

**Fundraising and Donor Relations**

- Serve as a principal fundraiser and ambassador for the museum.
- Identify and pursue funding opportunities for museum operations, programs, and future initiatives.
- Research, prepare, and submit grant proposals and other funding requests.
- Build and maintain relationships with donors, sponsors, and prospective supporters.
- Meet with potential contributors to communicate the museum's needs and opportunities for support.

**Financial Management**

- Develop and manage the museum's budget.
- Work with the board to align spending with organizational priorities.
- Monitor financial resources and support responsible financial management and long-term sustainability.
- Develop and execute an annual fundraising and development plan with measurable goals for individual giving, major gifts, corporate sponsorships, grants, recurring contributions, and donor stewardship.
- Work with the board to establish realistic revenue targets and build a sustainable revenue strategy that reduces reliance on event-driven income and grows recurring financial support.

**Exhibits, Programs, and Events**

- Plan and oversee special events, exhibitions, and educational programs.
- Work with curators to develop museum displays and present artifacts and veterans' stories.
- Coordinate projects involving museum spaces, exhibits, and audiovisual presentations.

**Marketing and Community Engagement**

- Help develop and implement a marketing plan to increase visitation, participation, and revenue.
- Create or coordinate advertisements, social media content, and other promotional materials.
- Communicate the museum's mission to visitors, donors, sponsors, volunteers, civic groups, and veterans' organizations.
- Develop relationships with community partners and serve as the museum's primary liaison with local, state, and federal agencies.
- Represent the museum at community functions, professional meetings, and conferences.
- Serve as the museum's media spokesperson, coordinate media inquiries and interviews, and communicate the museum's mission, programs, and impact to the public.
- Seek and respond to feedback from museum stakeholders.

**Additional Responsibilities**

- Perform other duties as assigned by the Board of Directors.

**Qualifications**

**Education and Experience**

- Bachelor's degree from an accredited institution in history, military history, education, business, public administration, marketing, museum studies, or a related field.
- A minimum of five years of nonprofit management experience is preferred.
- Museum experience is a plus.

**Skills and Abilities**

- Ability to lead, motivate, and support staff and volunteers.
- Strong written and verbal communication skills with diverse audiences.
- Strong organizational skills and the ability to manage competing priorities.
- Ability to delegate work and coordinate projects.

- Relationship-building skills with donors, sponsors, community partners, and board members.
- Marketing skills, including developing promotional materials and social media content.
- Ability to oversee exhibit and storytelling projects in collaboration with curators.

**Work Schedule and Environment**

The Executive Director works primarily at the museum, with responsibilities in office areas, exhibit spaces, and public areas.

The position generally follows a 40-hour workweek, with additional evening and weekend hours for events, meetings, and museum activities. Travel to professional meetings or other museums may be required with board approval.

**Compensation**

This is a salaried position, with compensation agreed upon between the selected candidate and the Board of Directors.

**How to Apply**

Please email your resume and cover letter to jobs@mavm.org with the subject line: Executive Director Candidate – Your Name.

*Subject line example: Executive Director Candidate – John Smith*

Candidates selected for further consideration will be asked to complete an employment application.