

Mt Pleasant Discovery Museum

Founding Executive Director

Organizational Overview

The Mt Pleasant Discovery Museum (MPDM) is a nonprofit institution conceived in 2008 and incorporated in 2009. MPDM's mission is to spark creativity, nourish learning, and inspire the curiosity of children through self-directed discovery in an engaging, hands-on environment. We are a grass roots organization dedicated to create a hands-on, eco-friendly, extraordinary space for the 71,000 children under 18 in Isabella, Clare, Mecosta, Montcalm, Gratiot, and Midland counties. We are committed to our local community and green initiatives as we create an environment that explores: the arts, sciences, regional history and culture, reading/literacy, disability awareness, and environmental education. We seek to benefit families, schools, and our overall community with a dynamic and fiscally responsible space. A special emphasis will be placed on outreach to parents and caregivers of pre-school and school age children who do not typically have access to or take advantage of museums and other cultural institutions. The MPDM will be a welcoming place where children and adults alike will be able to explore the familiar and the unusual and find inspiration to continue learning beyond their visit.

Position Overview

MPDM seeks an experienced nonprofit professional with vision, experience and expertise to serve as its Founding Executive Director (ED). Reporting to MPDM's Board of Directors, the ED will be responsible for all aspects – reflecting our mission and core values as you orchestrate: implementation and fundraising program administration during our \$3 million dollar capital campaign, development and marketing in our six focus counties, creating a volunteer network and managing staff as we build a 10,000 square foot building, and external relations – of leadership and management of the organization. This will be a 2-year commitment with the goal of the museum being built within that time and an evaluation of the position as it turns into a day-to-day business operations position.

Responsibilities

- Ensure museum mission is achieved
- Lead long-range strategic planning process (including: feasibility study, business, program and marketing plans)
- Oversee budget and ensure financial integrity, growth and stability of the organization
- Develop and raise operating budget
- Build and sustain strong relationships with key public and private sector partners
- Identify and manage experienced consultants initially and staff (ultimately) to lead program activities
- In collaboration with current board members, recruit new board members, support board activities, and further our steering committee efforts
- Oversee museum site development (project management, design, architecture, construction) for which ½ of initial capital funding has been secured, to meet short and long-term programmatic and administrative needs
- Oversee all programmatic activities, on and off-site
- Oversee the day-to-day operations of the Museum

Qualifications

- Advanced degree in education, early childhood, arts or related field required, MBA a plus.
- Successful experience in senior leadership positions
- Demonstrated success in strategic planning, fundraising and implementation of start-up projects
- Outstanding communication skills, oral and written
- Knowledge of and commitment to community
- Experience building collaborations and working in and with nonprofits, children's museums, community-based programs a plus.
- Experience working with nonprofit boards a plus.

MPDM is an Equal Opportunity Employer. Interested candidates should submit a resume and cover letter to Jennifer Fields at Jennifer@mpdiscoverymuseum.org or Jennifer Fields c/o MPDM PO Box 1475 Mt Pleasant, MI 48858 within two weeks.

Open Dates: June 23-July 7 Interviews: begin 7/12 Start date: ASAP

Salary

TBD

Mt Pleasant has a population of 45,000 (20,000+ students from Central Michigan University and MidMichigan Community College) and is located on the Chippewa River in the central Michigan region. Mt Pleasant Discovery Museum will be built near an active recreation area, including indoor basketball courts and an ice arena, making it both a local destination as well as a shared parking lot with thousands of families from outside our community. Lansing is 1 hour to the south and Traverse City is 2.5 hours to the north.