

EXECUTIVE DIRECTOR Roberson Museum and Science Center, Binghamton, NY 13905

Established in 1954, Roberson Museum and Science Center is Binghamton, NY's premier cultural institution. Roberson is AAM accredited and recognized by both the Museum Association of New York and the New York State Museum for its excellence in education. Roberson has recently adopted a comprehensive strategic plan identifying priority goals through 2020; articulated the Mission statement "Roberson engages and educates people of all ages and backgrounds by providing regionally significant exhibitions and programs in art, history, and science;" and Vision "To be globally recognized for creating exceptional experiences that transform audiences and inspire change."

\$55,000 - \$65,000

Description

Roberson Museum and Science Center seeks a dedicated individual as its new Executive Director. The Executive Director reports to the Board of Trustees and works closely with all standing and ad hoc committees of the Board. She/he is responsible for the organization's financial objectives by providing creative vision for its growth and skillful management of all museum operations. The Executive Director serves as Roberson's primary representative to the community, engaging and inspiring broad support for the institution, and expanding its profile in the region.

Principal Responsibilities:

- Recruiting, hiring and daily supervision of all full-time (9) and part-time staff and volunteers
- Financial management, including developing an annual budget and ensuring that income, expenses, and overhead operations are held within expected guidelines
- Fundraising, including working with the staff to develop sponsorship, membership and fundraising campaigns; identifying foundation and governmental funding sources; and writing grants
- Oversight of the development of exhibitions and educational programs
- Oversight of the organization's public image including approval of all printed material relating to the Museum – from supervising the writing and design of membership brochures, newsletter, advertisements, and any other marketing materials including oversight of the webpage and all other electronic media
- Promotion of the Museum's purpose and programs in the community and surrounding areas through public appearances. Representation of the Museum at national and regional conferences or other events. Serve as the chief spokesperson and press liaison for the Museum
- Building constructive, collaborative relationships with Board members, community individuals, and organizations, artists and current and future donors

Qualifications:

- A Bachelor's degree in art history, history, or education; or a museum-related discipline. A Master's degree is strongly preferred
- Exceptional interpersonal and oral and written communication skills; demonstrated achievement in team building; effective and articulate in advocating for the Museum to diverse constituents
- A record of successfully implementing institutional priorities with conviction and clarity
- A proven track record for successful and visionary leadership in the museum or nonprofit sectors
- Strong managerial experience, including the ability to inspire and lead a dedicated full-time staff of nine employees, as well as numerous part-time employees, interns, and volunteers
- Enthusiasm and talent for fiscal management, fundraising strategy and planning, and engaging a strong, diverse, and committed Board of Trustees
- A record as a creative and collaborative team player, and a willingness to engage and be highly visible within the community on behalf of the organization
- High energy, strong motivation, outstanding time management, entrepreneurial spirit and a hands-on work ethic

To Apply:

Please send resume, cover letter, and three references to the Selection Committee at employment@roberson.org by **September 15, 2017**. Due to the high volume of applicants, only those who have been selected to move forward in the interview process will be contacted. No phone inquiries, please.