



**Job Description Form  
Executive Director**

**The mission of the Heritage Museum and Cultural Center is to engage the public in a vibrant organization that promotes historical preservation, education and research that relates to Benton Harbor, St. Joseph and the surrounding region.**

**Division/Department:** All - Museum and Events

**Location:** The Heritage Museum and Cultural Center, 601 Main St, St Joseph

**Job Title:** Executive Director

**Reports to:** Board of Directors

**Type of Position:**  Full-time  Part-time  Contractor  Intern  Fellow

**Hours:** 40/week on average basis/ Salaried.

**Schedule:** generally 9:00am-5:00pm, Monday - Friday

**Employment Status:**  Exempt  Non-Exempt **Review:**  90 Days  
 Annually in 3<sup>rd</sup> quarter

**Summary of Position:**

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation of the Priscilla U. Byrns Center building and grounds as well as the management and successful operation of the Heritage Museum and Cultural Center. The Executive Director is charged with implementation of policies set by the Board of Directors, Annual Goals and Action Plans, Protection of the organization's Financial Assets, Financial Management and Stability, Quality Standards in Mission-based Activities, Human Resources, Customer Service, Marketing and Public Relations.

**Key Responsibilities: Leadership, Financial Management, Physical Plant, Museum Management Systems, Event Management Systems, Public Relations/ Marketing and Personnel**

**Leadership**

- Provides leadership and management for Staff and Customers. Develops strong working relationships with Directors of the Board and officers.
- Facilitates communication, cooperation and building a cohesive work environment for all departments within the organization.
- Responsible for administration of the overall operation of the organization to produce good measurable results to the satisfaction of the Board and partnerships.
- Develops and implements, with the Board of Directors, short and long range plans, and annual work plan with accountable actions.
- Ensure compliance with all licenses and documentation for Heritage Museum's 501c3 status and other legal requirements for operations.
- Identify areas of need and seek volunteer resources, educational resources, and professional development opportunities for staff and Board.



**Financial Management: In conjunction with the Director of Operations,**

- Oversees all financial and accounting functions including those necessary for timely monthly reports: payroll; budgeting; financial analysis; capital asset and property management in accordance with generally accepted accounting principles; Board policies and other applicable nonprofit rules and guidelines.
- Makes financial recommendations: facilitates annual budgeting process with HMCC Treasurer; timely billing/ chargebacks and paying all HMCC's bills; translates detailed financials to summary form. Responsible for overseeing grants and vendor contracts including timetables and results.
- Ensures all deposits and financial activities for the organization are tracked and dispersed according to schedule.
- Manages all grant writing, donor communications, gift/grant management, and evaluation activities in a timely manner. Builds relationships with current donors and seeks new donors.

**Physical Plant: In conjunction with the Director of Operations,**

- Oversees building operations including the presentation equipment, computer systems, building security systems, maintenance and cleanliness, and safe use of the facility. Ensures premises are clean and parking lot operations serve public operations and private rentals. Updates, as needed, exterior signage. Prioritizes and recommends future building enhancements.
- Responsible for ensuring appropriate staff is in place during any/all hours of operation, with support from the Director of Operations.

**Museum Management Systems: In conjunction with the Museum Curator,**

- Responsible for oversight of HMCC artifacts, acquired objects, collections and organization thereof, relevant to the HMCC mission.
- Plan, organize, interpret and present exhibitions, lectures, tours and outreach programs.
- In conjunction with Museum staff, oversee the recruitment, training, and coordination of Museum volunteers.
- Administer functioning of the History Committee to guide mission-based activities.
- Administer, in association with the Department of History at Western Michigan University, the supervision of the Frederick S. Upton Fellow in Public History.

**Event Management Systems: In conjunction with the Director of Operations and Event Staff:**

- Ensures all relevant rental literature and website is current and up to date. Makes changes as needed.
- Works with Director of Operations to meet goals set for rental program revenue and growth. Oversees policies and procedures enforced by Director of Operations, Event Manager, and other event staff to ensure successful contract execution and maximum profitability.

**Public Relations and Marketing**

- Responsible for the development and implementation of marketing strategies and results; maintaining accurate and effective online and print marketing tools.
- Represents the Heritage Museum in its business relationship with the community and partners.



- Embodies strong interpersonal skills including experience in public speaking, ability to build relationships with St. Joseph area governments, business and non-profit organizations as well as other relevant organizations such as contacts in the wedding and business meeting fields.
- Ensures smooth internal operations with staff via various internal software systems.

**Personnel**

- Supervise and leads a small team of full and part-time employees. Responsibilities include oversight of all staff including front desk, event, and building management staff, hiring, training, and evaluating employees; assigning and directing of work; mentoring, rewarding and disciplining employees; addressing complaints and resolving problems.
- Under the Board of Directors, ensures benefits, performance reviews, salary increases within the budget, and staff development to assure high levels of expertise and performance.
- Develop good working relationships with Board and Committees.
- Ensures staff stays within hour restrictions, as determined by budget.

\_\_\_\_\_ **Executive Director**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Board President**

\_\_\_\_\_ **Date**