

Hands On! – A Child’s Gallery
Executive Director Job Description



The *Hands On!* Executive Director is responsible for successfully leading the organization to achieve its mission and the strategic direction set by the Board of Directors, while staying true to the values of the organization.

THE VISION OF HANDS ON!:

We believe our community’s future is determined by the priority we place on children.

THE MISSION OF HANDS ON!:

To provide children and families with “hands on” educational exhibits and science programs that *stimulate the imagination and motivate learning* in a fun, safe environment.

Our Values

We are an organization that:

- Is fun, yet professional;
- Values visitors, donors, sponsors, volunteers & staff, so we continuously recognize them and thank them;
- Is a responsible steward of our financials;
- Asks ourselves often how we can improve our policies, procedures & systems;
- Believes there is more than one way of achieving results, as long as we are true to our priorities, culture & mission;
- Communicates honestly and openly;
- Is intentional in our planning;
- Excels at follow-up and special touches;
- Wants to be accessible for ALL children;
- Is prepared and works proactively to anticipate needs or complications;
- Believes we can benefit our community best through partnerships;
- Understands our community’s needs and is willing to help with these needs if we can; and
- Is filled with a bunch of working ants with high hopes (there is a story behind this!).

Primary Duties and Responsibilities:

Strategic Direction

- Partner with the Board to set the strategic direction of the organization.
- Serve as a liaison to the Board by communicating the work of the organization.
- Partner with staff to develop policies to guide the organization to fulfill its purpose.
- Partner with the Board to establish and execute a development plan to ensure that the organization has the resources needed to fulfill the strategic plan.
- Partner with the Board to periodically evaluate the organization’s effectiveness and ensure alignment with the mission.

Operational Leadership

- Oversee operations of the organization including educational development of exhibits and programs.
- Ensure optimal operational efficiency and lead ongoing improvements.
- Ensure effective maintenance of the facility to provide the highest customer service, safety, and cleanliness.
- Serve as a member and the lead the Rosdon Mall Condo Association.
- Attend weekly staff meetings

Financial

- Partner with staff and the Board to prepare budgets and report on monthly basis.
- Collaborate with Board Treasurer to provide comprehensive, regular reports on revenues and expenditures.
- Ensure compliance with sales tax legislation and reporting, refundable sales tax and withholding payments.
- Submit annual report and tax receipts to donors.
- Oversee annual audit and auditing procedures.
- Maintain all insurance records and policies.

Human Resources

- Lead staff including hiring, supervising and evaluating Directors and Managers.
- Oversee operations with outsourced company for payroll.
- Ensure appreciation and recognition for staff and volunteers.
- Provide administrative assistance to the Board by: preparing agendas, tracking volunteer hours, organizing an annual retreat and appreciation events.
- Work proactively with the Board to ensure timely communication, organization, and attend committee meetings.

Development/Advocacy

- Partner with Board of Directors to secure adequate funding and develop a plan for growth as a part of the strategic plan.
- Maintain and develop new relationships with individual donors and corporate sponsors.
- Maintain positive relations with the community-at-large, including attending community events on behalf of organization.
- Oversee strategic fundraising events.
- Serve as a spokesperson and advocate on behalf of the organization.
- Communicate with funding sources the work of the organization.
- Oversee relations through state-funded programs, NC Grassroots, and state legislators.
- Raise funds for new exhibits or capital needs not included in annual budget as needed.
- Oversee external communications of organization and marketing strategies.

Leadership Competencies

The Executive Director should demonstrate competence in some or all of the following:

Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and staff behavior is consistent with these standards.

Build relationships: Establish & maintain positive relationships with others.

Communicate effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication techniques.

Foster teamwork: Work cooperatively and effectively with others.

Lead: Positively influence others to achieve results that are in the best interest of the organization

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Plan: Determine strategies to move the organization forward and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, process relevant information, generate possible solutions and make recommendations and/or resolve the problem.

Think strategically: Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Position open until filled and accepting first round of resumes through May 31, 2017. Salary & Benefits include: \$50,000 salary, \$400/month health expense allowance, 3% Simple IRA match, modest monthly expense allowance.

Interested candidates please email cover letter, resume and 3 references to applyforjobs@handsonwnc.org.