

American Precision Museum, Inc.

POSITION DESCRIPTION EXECUTIVE DIRECTOR

Title: Executive Director

Accountable to: Board of Trustees, through the Board President.

Job Summary: Provides direction & leadership towards meeting APM's goals. Supervises employees and oversees all contracts; works with Board of Trustees to develop strategy, goals, plans and policies; promotes growth in APM's membership and funding base; coordinates public outreach and development; serves as APM's primary liaison & communications manager with key stakeholder groups; and, promotes and oversees the quality of APM's exhibits and education programs.

Key Roles:

Leadership, Administration & Governance:

- Work with the Board of Trustees to develop annual operating and capital budgets and be responsible for their implementation.
- Work with the Board of Trustees to define & accomplish APM's strategy, goals, objectives, work plans and policies, in alignment with its mission, and working with Board leaders, plan effective meeting agendas & follow-up to Board decisions and initiatives.
- Maintain and implement the Strategic Plan. Provide creative leadership in order to develop and implement an overall vision and direction that maximizes APM's potential for interdisciplinary exhibitions and programs, including all age groups and backgrounds, while preserving and developing the collections, and attending to the preservation of the Robbins & Lawrence Armory.
- Be responsible for resource development and communications, working with the Board of Trustees, and with the support of a part time development communications manager. Fundraising includes management of the membership, annual fund and campaigns for special projects. Assume a strong leadership role in identifying, cultivating soliciting, major gifts and donations and stewarding those relationships.
- Ensure that APM's financial obligations to employees, contractors and vendors are met in a timely fashion.
- Ensure that accurate membership and financial records and reports are maintained in accordance with the requirements of the Board of Trustees. Provide supervision of accounting, payroll, purchasing, and clerical work to operate the APM office.
- Recruit, train, supervise, and provide management direction to all staff and conduct annual evaluations. Review organizational structure and job descriptions, revising as necessary. Ensure compliance with the APM's personnel policy and all laws.
- Maintain, update and implement all policies and procedures including but not limited to the Bylaws and those relating to the care and management of collections, investment management, and personnel.
- Ensure compliance with all applicable federal, state and local laws and regulations.

- Execute and maintain contracts with regular outside suppliers including but not limited to bookkeeping, investment management, accounting, computer technology services, and those that are project based, such as architectural, preservation trades, and exhibit development.
- Direct and coordinate the day-to-day administrative aspects of the museum. Act as office manager and be responsible for information technology – computers, software, network, and data security, including oversight and coordination of web page and IT support for office.

Grant Management & Fund Development:

- Be responsible for all grant writing, grant management and grant reporting.
- Grow APM's membership and donations by promoting responsible & effective solicitation, timely acknowledgement, and ensure follow-up with current & potential members and donors.
- Expand APM's funding base by identifying, cultivating & preparing applications for funding to foundations, corporate and public funders for current & proposed programs.

Communications & Outreach:

- Represent the APM, providing a high degree of visibility to the community and constituents of the Museum, by serving as chief spokesperson of the Museum at local, regional and national levels, as well as to relevant government, professional, civic and private agencies and the media, utilizing the support of the part time development communications manager.
- Coordinate content, editing, publication and distribution for all APM publications, including newsletter, annual report and website.

Supervisory Controls:

- Position reports to the Board of Trustees through the Board President. The Board President is responsible for providing direction and, with the Board input, evaluation.
- The position functions with a large degree of independence, keeping the Board President apprised of any unusual circumstances that may warrant Board approval or intervention. Changes in expenditures from what is in the Board-approved budget are brought to the Board's attention for approval.
- All staff are under the direct and/or indirect supervision of this position, which includes disciplinary action, granting of leave, and awards.

Diversity & Equity:

- Normal business hours are 9:00 a.m. through 5:00 p.m., Monday through Friday. However, due to the nature of the job responsibilities, managerial employees are expected to work the hours necessary to perform their duties and are not limited to the customary hours.
- The APM is committed to the goals of Equal Opportunity and Affirmative Action in employment and the workplace, and aims to provide a work environment that fosters equality, respect, fairness, and diversity, which is free from unlawful discrimination, harassment, and vilification. The position as described is exempt and considered 'at will'.