



# AMERICAN PRECISION MUSEUM

## Co-Executive Director

### About Us

The **American Precision Museum (APM)** inspires new generations of innovators by connecting **immersive programming** with the **rich history of manufacturing** in America.

Housed in a **National Historic Landmark** building, APM's 4,000-square-foot exhibit space, education programs, events, and online resources **explore the evolution of manufacturing technology - past, present, and future.** The museum preserves and leverages a rich historical collection to **raise awareness** about today's **modern manufacturing** industry and inspire young people to consider future careers in manufacturing technology.

APM has a national reputation for its collection of **historically-significant machine tools**, its network of industry partners, and its **deep connection to the foundations of modern industry.**

Looking forward, the museum aims to be an impactful partner in helping to **solve the skills gap** that continues to be a challenge during an era of rapid technological change.

Learn more about the American Precision Museum at [americanprecision.org](http://americanprecision.org).

### About the Position

With **major recent investments** in education and fundraising, APM is **poised to expand** its reach into the **national STEM ecosystem** as a strategy to create a more robust talent pipeline.

We seek a **visionary, strategic leader** to co-direct this ambitious transition in **partnership with our current Executive Director.** The new Co-Executive Director will serve as the **external face of the museum** and lead strategy related to **communications, marketing, fundraising and education.** This externally focused role will complement the current Executive Director's internal focus on operations, collections, exhibits and visitor services.

Together, this **team** of Co-Executive Directors will build on APM's strong financial standing to launch the museum into a **new phase of engagement, relevance, and impact.** This is an exciting opportunity to link APM's historical riches to the rapidly transforming culture of innovation in the digital age.

The Co-Executive Directors will both report to APM's Board of Directors and will supervise staff in their responsibility areas.



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### Key Responsibilities

#### Represent the External Face of the Museum

- Promote APM's reputation among local, state and national audiences
- Position APM within the larger STEM ecosystem
- Engage and energize current stakeholders, and develop new strategic partnerships and alliances
- Deepen and refine all aspects of communications and marketing to create a stronger brand

#### Build Financial Capacity

- Expand fundraising activities, including individual solicitations, grants and corporate partnerships, to support strategic initiatives
- Develop and broaden the museum's donor and member base
- Increase revenues through programs, partnerships and entrepreneurial initiatives

#### Cultivate a Culture of Innovation

- Model and cultivate an internal culture of collaboration and adaptability
- Establish systems to develop, coach, evaluate and retain a talented team of employees
- Develop educational strategies to inspire and engage local, regional and national audiences

### Joint Responsibilities

This position will have joint responsibility, **with the current Executive Director**, for the following areas:

- Engage relevant stakeholders to develop a comprehensive **strategic plan** that builds on strengths and defines a bold future vision
- Develop, maintain and support a strong **Board of Directors**
- Review, update and implement **policies and procedures** related to bylaws and compliance with applicable federal, state and local laws and regulations
- Coordinate internal and external activities, including the intersection of Exhibits and Education, to **ensure alignment** across the organization



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### Ideal Candidate

You are **passionate** about APM's **rich history** and eager to connect this to a **future vision** for the museum.

You are a persuasive and passionate **communicator who networks effortlessly** and builds meaningful partnerships.

A visionary leader, you thrive on **innovation, experimentation, and transformation**.

You are grounded in an understanding of **informal learning and/or community engagement** and look forward to sharing this expertise with a new team.

You also listen closely and **honor organizational history** as you build bridges to the future.

You **collaborate seamlessly** with colleagues across disciplines and are energized by **leading people** toward a **shared vision**.

### Compensation & Benefits

This is a **full-time, exempt position**, with a salary range of **\$95K-\$110K** based on experience. The position will include **60% time onsite** in Windsor, Vermont on a weekly basis, and **40% time remote**, if desired. We offer a **comprehensive benefits package** and a **family-friendly schedule**.

### Requirements

At least **5 years of senior management** experience in a complex organization, preferably in the **nonprofit** sector

Demonstrated ability to work effectively in **collaboration with diverse groups** of people

High **emotional intelligence**; outstanding interpersonal skills and **communication skills**

Strong **marketing, public relations and fundraising experience** with the ability to engage a wide range of stakeholders and cultures

Ability to **cultivate, delegate, motivate and lead** a talented team

### To Apply

Applications should be directed to the attention of **Lisa Martin, Hiring Manager**. **Email a resume and letter of interest to [apmtalent88@gmail.com](mailto:apmtalent88@gmail.com)**. We will review applications on a rolling basis until the position is filled. We seek to have someone in place by early **Spring 2023**.

APM is committed to building a community that is **inclusive** and represents a vibrant diversity of background, experience, perspective and thought. **Candidates across all markers of identity (age, race, gender, ability, communication styles, etc.) are encouraged to apply.**