



## **Petaluma Museum Association – Executive Director**

*To preserve the unique history of Petaluma and to provide educational and cultural services to the community.*

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| <b>JOB TITLE:</b>    | <b>Part-Time Executive Director</b>   |
| <b>FLSA STATUS:</b>  | <b>Non-Exempt; Part-Time (20 Hours/Week)</b>  |
| <b>COMPENSATION:</b> | <b>\$45,000 annually with generous sick and vacation time</b>                           |
| <b>LOCATION:</b>     | <b>Hybrid between in-person and remote</b>  |
| <b>SUBMIT:</b>       | <b>Resume to <a href="mailto:megankelly1225@gmail.com">megankelly1225@gmail.com</a></b> |

### **General Responsibilities:**

The Executive Director (ED) is a part-time, 20 hr/week position, reporting to the Executive Committee of the Petaluma Museum Association (PMA) Board of Directors. The ED is primarily responsible for planning and implementing fundraising activities and leading the strategic planning process with the PMA Board and the City of Petaluma. Additional duties include staff supervision, administrative and operations leadership, public relations, and facilities and collections oversight.

### **Primary Duties:**

#### *Strategic Planning*

- Spearhead the process of revising the 1987 Agreement between the City of Petaluma and the PMA.
- Ensure the relationship with City officials is strong and productive by establishing mutual benefits and demonstrating the value of the Museum to the community.
- Partner with the Board of Directors to develop and implement short- and long-range strategic plans.
- Stay current with trends and developments in nonprofit and museum management and planning.

#### *Fund Development and Membership*

- Develop and work with the board of directors to implement a fundraising plan and achieve identified goals.
- Solicit and recruit new members and cultivate and steward current members as individual donors.
- Actively seek funding sources, such as grants, sponsorships, and individual donations.
- Perform outreach to local businesses and organizations, develop and solicit partnerships.

### **Additional Duties:**

#### *Administration and Operations*

- Provide supervision of PMA staff, set and measure performance goals, review job descriptions
- Ensure effective operations and make recommendations for the improvement of systems and procedures, including software, hardware and other tools.
- Assist the bookkeeper and Treasurer with preparation of monthly financial reports and an annual budget.



#### *Public Relations*

- Serve as the public face of the museum at museum-sponsored events and throughout the community.
- Proactively ensure the museum has a presence at relevant civic and community events.

#### *Collections and Facilities*

- Consult with the Collections Manager to ensure appropriate oversight of PHL&M artifacts and collections.
- Partner with the Board to plan, organize, and present exhibits and all other museum programming.
- Facilitate museum rental and usage, including contracts, agreements, and procedures.

#### **Qualifications:**

- Demonstrated success in fundraising across different channels (direct response, grants, major donors)
- Experience in administrative roles, preferably leadership, in museums or cultural organizations.
- A deep passion for preserving the full and diverse history of Petaluma and an enthusiasm for sharing that passion with the broadest audience possible.

#### **EDUCATION, EXPERIENCE & SKILLS:**

- Bachelor's degree or relevant experience required
- Entry level understanding of bookkeeping/accounting practices.

#### **ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL:**

**Physical:** Regularly sits up to 2-3 hours per day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech and writing capabilities and the ability to lift up to 20 lbs.

**Environmental:** Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

**Cognitive:** Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

**Psychological:** Strong interpersonal and communications skills necessary. Exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

**Accommodation Recommendations:** A person in a wheelchair can perform in this position with assistance from other staff for some activities.

#### **BENEFITS:**

Paid sick time, vacation and holidays.



**PMA is an Equal Opportunity/Affirmative Action Employer.** It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.