



## Executive Director - Museums of Western Colorado

### Job Information

**Workplace Type:** On-Site

**Location(s):**

Grand Junction, Colorado, United States

Fruita, Colorado, United States

**Company Name For Job:** Museums of Western Colorado

**Position Title:** Executive Director

**Job Function:** Directors/Administrators

**Job Type:** Full-Time

**Job Duration:** Indefinite

**Min Education:** Master's

**Min Experience:** 4 Years

**Required Travel:** Less than 5%

**Salary:** \$70,000 to \$100,000 based upon qualifications and experience.

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### INTRODUCTION:

The Museums of Western Colorado (MWC) is seeking a charismatic and resourceful Executive Director to help lead the Museum toward a future of continued success and new opportunities. MWC is the largest multidisciplinary museum complex in Western Colorado. It includes three major museum facilities (Cross Orchards Historic Site, Dinosaur Journey, and Museum of the West) and four outdoor paleontology sites. We offer a multitude of programs and services including dinosaur expeditions and gift shops. Annually, over 100,000 people visit our museum facilities and participate in our programs. The MWC is one of the most significant cultural institutions on the Western Slope and one of the most popular tourist destinations in Mesa County.

### POSITION SUMMARY:

The Executive Director is appointed by the Museum Board to promote the mission of MWC to inspire and connect our community by championing the scientific and cultural heritage of the Colorado Plateau.

The Executive Director is responsible for the overall operations and management of the Museum, including fundraising and development, day-to-day operations, staff enrichment, and long-range planning.

### SUMMARY OF RESPONSIBILITIES:

- Works in partnership with staff and Board to oversee all aspects of the institution, sustain its excellence and broaden its impact.
- Serves as a proactive spokesperson, ambassador, and chief advocate for the Museum.

- Enhances the Museum's public image to expand interest and support.
- Directs the Museum's operations to ensure the alignment of revenue opportunities, development, exhibits, education and public programming, finances, external communications, and staffing.
- Creates a strong and stable financial foundation for the Museum.
- Develops and implements new fundraising strategies (annual and longer-term capital campaign), with staff and Museum Board, to bring in revenue from public, corporate, foundation, state/federal and individual sources to assure the financial health of the Museum.
- Establishes strong partnerships in the community to leverage goodwill, financial support, and program and service development.
- In collaboration with staff, oversees curation and installation of all Museum exhibitions and the development and coordination of public programs.
- Works closely with the staff to create an effective communications plan to raise the profile of the Museum. Directs and oversees development of marketing initiatives.
- Works with staff on management, maintenance and capital projects of the property, facilities/grounds, and collections of the Museum, engaging outside expert advice as necessary.
- Directs recruiting, hiring, and training of staff as appropriate. Supervises and provides enrichment opportunities for staff.
- Willingness to work a varied schedule, which may include nights and weekends.
- Develop a 3–5-year strategic plan with measurable goals and evaluation measures for operational sustainability, programs and exhibitions, community engagement, communications, and Board development.

#### **QUALIFICATIONS:**

- Minimum four years of museum work experience. Executive Director, or similar, position history is a bonus
- An advanced degree (M.A. or higher preferred) in a relevant field including museum studies, history, paleontology, nonprofit management, or education. Other degree fields considered
- Three or more years of relevant experience in leading and managing complex organizations with a public outreach/education and/or cultural mission
- Experience as an advocate; able to translate complex ideas for diverse audiences
- Knowledge, skills, and ability to effectively work with governmental agencies to include the County Commissioners, County Administration, the Bureau of Land Management, and other governing bodies
- Significant supervisory experience in managing staff; understands office operations; and has worked with Boards
- Experience managing staff with proven record of hiring, evaluating, mentoring, and retaining high performing staff highly preferred
- Strong record of success in fundraising and working with diverse funding sources, including earned revenue
- Grant writing experience and management with foundation and corporate grants

- Adept at using Excel, Word, Outlook, and other office software, including experience with CollectiveAccess, PastPerfect, or similar museum database software
- Success in fundraising, grant writing, and diversifying the revenue stream
- Candidates must be self-motivated and highly organized with the ability to manage multiple projects and deadlines. The successful candidate will be resourceful, detail-oriented, systematic, inquisitive, a fast learner, and a good communicator

### **Application Procedure**

Please send a cover letter, resume, and professional references to Dr. Erika Jackson at [ejackson@coloradomesa.edu](mailto:ejackson@coloradomesa.edu)

### **Equal Opportunity**

All qualified applicants will receive consideration for an internship, fellowship, or research assistantship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. MWC offers equal opportunity and treatment to all who apply and is committed to diversity