Pacific Grove Museum of Natural History
Executive Director
Position Specification
## Position Specification

<table>
<thead>
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<th>Role Specifics</th>
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<tbody>
<tr>
<td><strong>Position</strong></td>
<td>Executive Director</td>
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<tr>
<td><strong>Company</strong></td>
<td>Pacific Grove Museum of Natural History</td>
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<tr>
<td><strong>Location</strong></td>
<td>Pacific Grove, CA</td>
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<td><strong>Reporting Relationship</strong></td>
<td>Museum and City Boards of Directors</td>
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<tr>
<td><strong>Website</strong></td>
<td><a href="https://www.pgmuseum.org/">https://www.pgmuseum.org/</a></td>
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### About Pacific Grove Museum of Natural History

The Pacific Grove Museum of Natural History has inspired a diverse community to explore and conserve the natural and cultural wonders of California’s Central Coast for 137 years. The institution is dedicated to the enhancement of educational and scientific knowledge of the community.

It envisions a community of curious minds, engaged in discovering the natural heritage and cultural legacy that exist today on California’s Central Coast. The Museum is a catalyst for conservation and a valued learning resource in the region, facilitating active inquiry for all ages.

The Museum is owned by the city of Pacific Grove and operated by a non-profit 501c3, The Museum Foundation of Pacific Grove, and has been accredited by the American Alliance of Museums (AAM), formerly the American Association of Museums since 1972, the first such institution in Monterey County.
Mission

To inspire discovery, wonder, and stewardship of our natural world.

The Pacific Grove Museum of Natural History seeks to achieve this mission by:

- Optimize and transform the building to welcome and engage diverse audiences;
- Inspire conservation of the natural world through promoting science literacy;
- Deepen relationships and collaborative partnerships with the diverse communities of Monterey County and its Indigenous peoples;
- Maintain the highest standards of care for the collection while cultivating deep, generative, and sustained connections between our collections and our community;
- Invest in infrastructure and capacity building initiatives toward ensuring a resilient and sustainable organization.

History

The Chautauqua Literary and Scientific Circle established its Pacific Coast branch in Pacific Grove in 1879. A two-week Chautauqua assembly was held in Pacific Grove every summer, featuring lessons, exhibits, lectures, picnics, and concerts. Over the years, several members felt the need to have a storeroom and exhibition site to house collections of nature’s wonders and to make them available for study. In 1883, a petition calling for a Museum building was signed and sent to F. S. Douty, secretary of the Pacific Improvement Company, and became the Chautauqua Museum's first home.

The original Chautauqua Museum in Pacific Grove was initiated at the second meetings of the Chautauqua Assembly in 1881, and the current Museum was founded in 1883. The Museum was created to house collections of nature’s wonders and to make them available for study. In 1900 the Chautauqua Museum disbanded to form a more permanent organization as the Pacific Grove Museum Association. The Pacific Improvement Company donated the Museum’s current lot to the Association, and the Museum subsequently moved into a large building on its current site. The Association maintained the Museum until 1916 when it was transferred to the City of Pacific Grove through a Charter election.

Position Summary and Responsibilities

The Executive Director is a highly visible role that will serve as the pinnacle leader of the organization. This individual will oversee the Museum’s operations and act as the primary driver of organizational mission to inspire discovery, wonder, and stewardship of the natural world. This individual will oversee all aspects of the Pacific Grove Museum of Natural History, including but not limited to programs and services, development, finance, organizational development, human resources, communications, and board governance.
The successful candidate will be tasked with creating partnerships and collaborating with local corporate organizations, foundations, public sector leaders, non-profits, and key supporters to advance the directive of the Pacific Grove Museum of Natural History. The Executive Director will manage three directors and their staffs, a total of fifteen (15) employees. This organizational leader will also work in partnership with two separate boards, a twelve-member museum Board of Directors, and a city Board of Directors to further establish the organizational vision and strategy, expand organizational programmatic offerings, and develop priorities for continued organizational growth and success.

As the primary voice of The Pacific Grove Museum of Natural History, the Executive Director possesses gravitas, enthusiasm for cultures and the natural world, and ambition to develop and leverage the local, regional, and national relationships of the Museum. The Executive Director will seek to advocate for the history of the Museum and extend its educational programming for years to come.

Specific responsibilities include, but are not limited to, the following:

**Leadership and Management**

- Provide charismatic leadership to Pacific Grove Museum of Natural History, with respect for its history and creative vision and insight for its future;
- Collaborate with the Board of Directors to refine the Museum’s policies, procedures, and short and long-term goals;
- Engage the Board of Directors in the development and successful implementation of the organization’s next strategic plan;
- Further the Museum’s commitment to diversity, equity, inclusion and social justice in its programming and service to California’s Central Coast communities;
- Provide skilled and thorough oversight of the organization’s financial resources and operations; Contract for and oversee annual audit completed by outside consulting firm;
- Establish a performance-oriented, accountable team culture with appropriate performance management systems, including performance planning, performance appraisal, and career-pathing;
- Lead Pacific Grove Museum of Natural History through its AAM reaccreditation process;
- Develop an annual budget and resource development plan for approval by the Board of Directors;
- Represent the Museum to the city council and city’s oversight board in its partnership with the City of Pacific Grove in compliance with all obligations of the partnership agreement;
- Utilize robust change management abilities in creating a transparent, collaborative, inclusive, trusting, and diverse team cultures.
Programmatic Leadership

- Provide knowledge, experience, scholarship, and industry stature to maintain and enhance Pacific Grove Museum of Natural History’s profile;
- Assist in the creation of meaningful programs to further the education of the community and its various audiences in both virtual and in-person formats;
- Inspire and direct scholarly activity to elevate the profile of Pacific Grove Museum of Natural History;
- Maintain and grow the organization’s leadership in regional collaborations for education and community science;
- Serve as the primary spokesperson and advocate for the organization.

Fundraising and Partnership Development

- Collaborates on the development and subsequent implementation of a fundraising plan inclusive of various forms of fundraising and relationship development;
- Support development operations for museum funding while serving as the primary spokesperson for the Museum’s capital campaign;
- Provide leadership to the continued diversification of revenue sources for the Museum;
- Work in collaboration with the Director of Development to identify grant opportunities and assist in subsequent proposal development and submission;
- Engage the Board of Directors to fulfill its governance function and energize the Board to assist in the fundraising and advocacy efforts of the Museum;
- Further relationships with the Pacific Grove government and collaboratively develop an overall City Facility Management Plan for the Museum.

Volunteer and Community Engagement

- Work in collaboration with staff members and volunteers to enhance the visitor experience before, during, and after a visit to the Museum to ensure that visitors have an exceptional experience;
- Build and further relationships with local community leaders throughout California Central Coast, particularly in underserved communities and with indigenous groups;
- Foster public participation in Museum Foundation board of Director committees;
- Garner public opinion through review of Museum surveys and direct communication with the community;
- Understand and respect diverse, and sometimes conflicting, needs and desires of stakeholders and achieve support for a path forward.

Professional Experience/Qualifications

The Pacific Grove Museum of Natural History seeks a passionate, strategic, leader who values and embodies the organization’s commitment to inspiring discovery, wonder, and stewardship of the natural heritage and cultural legacies of the Central Coast. The Executive Director plans
and manages the business and financial affairs of the organization, takes a primary role in the planning of the Museum’s public and education programs and inspires, mentors, and provides ongoing professional development for its staff. The ideal leader possesses proven leadership experience in related museum or non-profit leadership roles, extensive experience in fundraising across various mediums, a dynamic and engaging personality, and the ability to adapt effectively in uncertain times.

Specific experience, qualifications, and characteristics sought include:

- At least 6 years of experience working in a highly visible management role with volunteers and staff;
- Proven revenue generation experience across various modalities including individual, corporate and foundational giving; ability to effectively partner with development staff to further fundraising success;
- Exceptional staff leadership experience with a track record of mentorship.
- A track record of serving as a spokesperson for an organization, working closely with a variety of industries and stakeholders.
- Experience in leadership positions within the museum industry highly preferred;
- Strong budgetary management experience to effectively oversee the resources of the museum;
- Experience in AAM reaccreditation process preferred;
- A strategic and creative thinker with the agility to balance competing priorities, complex situations, and tight deadlines;
- Understand current and emerging digital technologies applicable to the museum sector – this includes but is not limited to digital exhibits, online collections and virtual tours, data analysis, social media, and digital marketing. The ideal candidate should demonstrate an ability to leverage technologies to enhance visitor experiences, reach broader audiences, streamline operations, and ensure the museum’s adaptability in the ever-evolving digital landscape;
- Strong communication skills, both oral, written and interpersonal;
- Proven ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups and other related agencies;
- Aptitude and experience working with volunteer leaders;
- Energy, drive, and passion for continuous improvement, both personal and at an enterprise level;
- Experience in community activities and relations including relationship and partnership building skills, and negotiation and listening skills;
- Strong professional ethics, integrity, and accountability in all actions;
- A dynamic, proactive, inclusive, open, and decisive leadership style.
**Education**

A bachelor’s degree from an accredited institution is required. A master’s or advanced degree in Nonprofit Management, Public Policy, Business Administration, or equivalent experience combined with degree(s) in natural sciences preferred.

**Compensation**

The compensation is expected to be approximately $150,000 for the Executive Director position. Relocation assistance will be provided for the successful candidate if they are not local to Monterey County.

**Korn Ferry Contacts**

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