

- Maintain positive relationships with the City of Sycamore, the Sycamore Park District, and community partners such as the DeKalb County Nonprofit Partnership/DeKalb County Community Foundation.
- Establish and implement a marketing/communications plan that supports the MMNH's brand and reputation including website content, social media accounts, media relations, and printed materials.
- Work with the Sycamore Park District for the continuing maintenance and repair of the museum building.
- Maintain museum calendar and coordinate all programming and events with museum staff.

Board & Volunteer Relations:

- Involve board members in decisions that affect the future of MMNH.
- Assist the Board with identifying community members who may be appropriate for board service and support their recruitment and orientation to the organization.
- Recruit volunteers for appropriate positions within the organization.
- Participate in Board meetings by working with the Executive Committee to create agendas, prepare staff reports for the meetings, and attend meetings of the Board and committees.

Exhibitions, Live Animal Care, Collections, and Education:

- Create and maintain standards of excellence for all collections, exhibitions, and education efforts of the museum.
- Oversee the proper care of the collections as well as the care of the live animals.
- Oversee exhibitions to support the mission of the organization to attract audiences, donors and sponsors.
- Oversee educational programming.
- Oversee animal care including training and scheduling volunteers in proper animal care procedures (reptiles, anthropods, amphibians and fish); and monitoring the overall health of the animals.

QUALIFICATIONS:

- Bachelor's degree in nonprofit management, museum studies, or related field; Master's degree preferred.
- Nonprofit fundraising experience preferred.
- Excellent verbal and written communication skills; ability to use digital communication tools including social media.
- Fluency in computer programs (Word, Excel, Publisher, Quickbooks). Experience with Past Perfect Museum Software a plus as well as fundraising database systems.
- Experience in nonprofit administration; preference for Executive Director or senior level staff experience and preference within a museum, arts/cultural nonprofit.
- Driver's License and reliable transportation; frequently necessary to drive to off-site locations.
- Energetic, independent, and creative personality.
- Must be available to work most Saturdays and during special events.
- Detail oriented and highly organized.

PHYSICAL REQUIREMENTS: Position requires the ability to lift up to 40 pounds, go up and down stairs, crawl, stand, or walk for long periods. The work will be performed in a multi-level building. Staff areas are not accessible to those with mobility impairment.

TO APPLY: Please email (Word or PDF) your resume, a cover letter addressed to the President, Board of Directors outlining how your skills and experiences meet the qualifications of the position, and a list of three employment references to director@mmnh.org. Review of applications will begin immediately and continue until position is filled. Anticipated start date is July 1, 2018. Offers of employment are subject to a successful completion of a criminal background check.