



Organization and Position Overview

The Children's Museum of La Crosse offers affordable opportunities for the young and the young at heart to learn, connect and grow through interactive play. Located in beautiful, historic downtown La Crosse, the Children's Museum of La Crosse, has welcomed over 1 million visitors since 1999 to learn and play together with three floors of hands-on exhibits and related programming. Our vision is to be a dynamic, interactive resource for families, community organizations and visitors. The Museum and its exhibits are targeted to children aged 1-10 and their adult companions. The Museum strives to welcome all people and partners, to play and learn, communicate, and collaborate, lead, and listen, play and provide.

Our founder and Executive Director, Anne Snow, will be transitioning out of her role in the Summer of 2024 and the Board of Directors is looking for her successor who will continue and grow her legacy of being an adaptable, thoughtful, and strategic leader. The Executive Director reports to the Board of Directors of the Children's Museum of La Crosse. The Executive Director is responsible for planning, implementing, and supervising all Museum activities including all fundraising activities and operations. The Executive Director creates strategies for implementation of the fundraising, exhibition, programming, financial and marketing goals. They represent the Museum to the community at large and within the greater museum and education fields.

The next Executive Director will embody the Museum's inherent values: making meaningful memories, being active, dreaming big, doing your best always, and sharing. Play is how children learn who they are and how the world works, how to solve problems, and express feelings. The value and power of play are incorporated into every aspect of the Children's Museum of La Crosse. The Museum leadership recognizes the importance of healthy living for children and adults, as well as the value of life-long learning through interactive experiences.

To learn more, please visit us at: <https://www.funmuseum.org> .



Key Responsibilities

Management and Operations

- Directly handle customer and employee issues, as well as operational needs including maintenance, to ensure a positive patron experience.
- Plan, develop, implement, and coordinate all museum operations, programs, projects, and public relations.
- Supervise applications for grants and other sources of revenue on an ongoing basis.
- Develop short and long-range goals for the Museum.
- Oversee the design, development and building or arranging for the purchase of exhibits; create budgets, recognition and contracts as needed.
- Collect bids and review Museum contracts annually.
- Participate in appropriate civic and community groups to promote the Museum and its activities.
- Collaborate with other Children's Museums in Wisconsin, and in the region.
- Participate in Museum-related networks and activities to ensure Museum is competitive in the marketplace.

Board Relations

- Support Board Members in becoming knowledgeable about Museum operations and Board duties.
- Regularly reports to, and updates, the Board of Directors, and its President.
- Assist the Board with analyzing policy options and the strategic plan.
- Attend and support meetings of the Board and Board Committees.
- Accept and follow through on special assignments directed by the Board.

Staff Leadership















- Maintain a healthy and productive organizational culture.
- Recruit, hire, and train staff.
- Direct staff member's assignments and duties.
- Encourage staff productivity, growth, and development.
- Implement personnel policies closely.
- Review wages and compare them to local and national trends.
- Conduct performance reviews annually.

Fiscal and Fund Management

- Oversee all aspects of planning and implementation of earned (admission, membership, field trip, party, rental, and gift shop), and contributed (annual support, major gifts, grants, planned giving) income.
- Meet monthly with finance committee.
- Forecast local and national trends and changes.
- Track and approve revenue and expenditures, prepare annual budget, review monthly financial reports, arrange for yearly audit.
- Establish and maintain internal controls.
- Keep Board of Directors updated regarding financial status.
- Assist investment committee in the investment and management of museum assets.
- Communicate with other Directors regionally and nationally.



Qualifications and Attributes

-  Have a deep commitment to the fulfillment of the Museum's mission of *sustaining a hands-on, interactive environment for children; a family place where children can explore, create, experiment, learn, and exercise their imaginations.*
-  Adaptive and flexible leadership style with a belief that teamwork and cooperation are essential components of success.
-  Commitment to supporting parents, teachers, and other caring adults to encourage and nurture creativity and personal development for children.
-  At least 5 years of senior leadership experience and strong office management experience and accounting skills.
-  Verifiable record of initiating, building, and maintaining a comprehensive fund development program.
-  Desire to continuously look for ways to be the best we can be for our customers and community.
-  Exemplary skills in writing and editing, public speaking, and in interpersonal communication.
-  Successful previous fund raising, retail sales and/or marketing experience.
-  Thorough understanding of non-profit organizations.
-  Strong conflict resolution and problem-solving abilities.
-  Organizational/financial management experience.
-  Appreciation for responsibilities involved with running a large facility.
-  Experience working with diverse populations.
-  High school graduate degree is a minimum.



Executive Director Impact Description

Instructions for Applicants

Interested applicants can please assemble and email all items below, combined into one document, to CMLC@leadingtransitions.com no later than **1:00 p.m. CT January 17, 2024**: **A letter describing your qualifications** for this position, **your interest in Children's Museum of La Crosse's mission** including **what your favorite way to play is, or what it was when you were a child**; **A detailed and updated resume**, and the names of, your relationship to, and the contact information for, **three professional references**.



- The salary range for this position starts at \$80,000 annually.
- The Museum offers an outstanding work culture and environment, paid time off, a simple IRA and paid parking for all staff.
- References will not be contacted until a candidate has been notified.
- All offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries about, and interactions with, candidates are kept in strict confidence.
- This position will remain open until filled.

Applicants are considered for all positions without regard to race, creed, color, ethnic or national origin, sex, age, sexual preference, marital or parenthood status, physical characteristics, the presence of non-job-related medical condition or disability, economic status, or any other legally protected status. The Museum is an equal opportunity employer. The Employer does not discriminate in employment and no questions on this application are used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.