



## LEGACY OF THE LAKES MUSEUM AND GARDENS

Executive Director Search

Fall, 2017

### Executive Director

#### **Museum Overview**

The Legacy of the Lakes Museum and Gardens is located in Alexandria, Minnesota, a vibrant community of 14,000 in central Minnesota. The mission of the Museum is to preserve and celebrate the history and culture of lake life. Four major galleries in this impressive facility house an extraordinary collection of classic wooden and fiberglass boats, fishing equipment, resort memorabilia and related exhibits. Traveling exhibits from well-known regional museums rotate annually in the front gallery. The permanent collection includes over 500 objects, plus additional loans from collectors across the country.

The Museum is open to the public from mid-May through the end of October each year. In 2017, more than 5,000 people visited – a record.

Over the past five years, extensive and beautiful Gardens have been developed with annual and perennial plantings, water features and quiet areas for reflection. A summer outdoor music series draws hundreds to the Gardens on Friday nights. An events center is currently under development as a future revenue source, and the Gardens is frequently the site of weddings and other celebrations.

The current executive director, one of the Museum's founders, is retiring. Learn more about the Museum at [www.legacyofthelakes.org](http://www.legacyofthelakes.org).

#### **Position Overview**

The Executive Director of the Legacy of the Lakes Museum and Gardens leads and manages the strategic and operational components of the organization. This is a full-time, year-round position. The salary range is \$50,000-55,000 depending on experience and qualifications, with additional compensation to help offset the cost of health insurance.

The ideal candidate for this position will bring a mix of proven success in fund-raising with a passion for the unique contributions that museums make to their communities and to the preservation of our shared history. Interest in the history and culture of Minnesota lakes and classic watercraft is a plus. We intend to fill the position effective March 2018.

## **Reporting Relationship**

The Executive Director reports to the 15-person Board of Directors, supervises a staff of 3 – 4, and directs the efforts of 100+ volunteers. The Executive Director is an ex officio member of the Board.

## **Responsibilities and Authority**

Within the limits of governing documents, the Executive Director is responsible for and has authority to execute these duties, and duties as assigned:

### General Museum Operation and Management

- Provide the vision and personal leadership for the organization's growth, financial stability and reputation.
- Develop and implement policies and procedures that reflect sound museum management principles, including collections management systems, and guidelines for accession/deaccession, artifact conservation and museum environment.
- Conduct annual operational and strategic planning in collaboration with the Board.
- Schedule, plan and attend all Board meetings and serve on key committees.
- Anticipate and address campus facility upkeep, expansion and maintenance needs.

### Financial Management and Fundraising

- Supervise the accounting and financial components of the organization.
- Lead all efforts to increase revenue through annual individual and business memberships, lifetime and end-of-life gifts, capital and endowment campaign initiatives, event and exhibit sponsorships, grants from foundations, government or corporate sources, and revenue-generating events (weddings, business events) in the Museum, Gardens and Events Center.
- Maintain current knowledge of technology-based fundraising strategies as well as new developments affecting donations, taxation of gifts, estate planning and the general philanthropic environment.

### Museum Gardens and Events

- Manage any further development of the Legacy Gardens and Boathouse Events Center in consultation with the Board and with landscape and event planning experts.
- Continue the 'Music in the Gardens' summer series including booking talent and managing the events; expand community participation and improve profitability.

### Exhibits and Education

- Continue and expand the three-year exhibit plan with guidance from the Interpretive Plan and proposed long-term exhibits plan.
- Develop educational programming that complements the mission of the Museum and expands its reach and appeal to children, young families, seniors and tourists; pursue potential community and educational partnerships.

### Museum Staff and Volunteers

- Direct, coordinate and monitor the work of all staff and volunteers, including recruitment, training and recognition of volunteers.
- Hire and train new staff as approved by the Board, provide professional development opportunities for staff and maintain an inclusive and positive work environment.

### Community Relations

- Be the ‘face of the museum’ to the community. Actively participate in civic organizations and community events.
- Pursue community-wide and cooperative marketing and promotion opportunities.

### **Qualifications**

#### Education and Experience

- A Bachelor’s degree in non-profit management, museum studies, history, art history, or related field and minimum of five years museum or non-profit leadership experience, or an equivalent combination of education and experience.

#### Knowledge, Skills, Abilities

- Proven track record of successful fundraising, including annual giving from individuals and businesses/corporations, planned giving and major gifts; demonstrated skill in identifying new sources of funds as well as stewarding previous donors. Strong knowledge of fundraising techniques.
- Strong management skills including personnel management, financial management, marketing and board relationships.
- Excellent written and oral communication skills.
- Knowledge of museum standards and best practices as stated by the American Alliance of Museums.
- Participation in statewide and/or national professional museum organizations.
- Demonstrated ability to effectively network and interact with community, donors, members/sponsors, regional non-profits, artists, and Board members.
- Technological competency, including use of Microsoft Office suite, collections databases, fundraising software, and social networking functions and opportunities.

### **Application**

Submit a letter of application, resume and a minimum of three professional references to:

Legacy of the Lakes Museum

Search Committee

Post Office Box xxxx

Alexandria, MN 56308

or

Email: [museum@legacyofthelakes.org](mailto:museum@legacyofthelakes.org)

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