



Children's Imaginarium

Executive Director

Wausau, WI

Title: Executive Director

Reports to: Governing Board of Directors

Organization Overview:

Children's Imaginarium is a grassroots 501c3 nonprofit opening Fall of 2023. The museum will be a place for kids to learn, parents to engage, and families to connect and will be a cornerstone in the downtown redevelopment project. The Board of Directors is seeking an Executive Director to oversee the final phase of a \$4.2 million dollar campaign creating a unique opportunity to guide the vision prior to opening and implement post opening.

Job Summary

The Children's Imaginarium seeks an experienced leader to serve as its Executive Director. The Executive Director has overall responsibility for fundraising, staff supervision, financial management, program oversight, marketing, and community relations for the Children's Imaginarium (CI). The Executive Director will work closely with the Board to develop and implement the strategic plan, establish policies, and provide leadership support for staff and volunteers.

Major Duties and Responsibilities:

- Manage all aspects of the Museum's operations including staff oversight, exhibit upkeep and maintenance, and educational programming
- Develop and drive fundraising initiatives for both operations and capital campaign
- Represent Children's Imaginarium at community events
- Establish and nurture key collaborations with local and regional partners
- Oversee development of innovative new programming
- Provide strong financial stewardship for all museum resources
- Create a dynamic atmosphere where visitors want to return
- Other tasks as needed

Primary Duties:

- Oversight and implementation of annual budget including annual membership and fundraising goals
- Assist in the hiring of additional museum staff
- Set direction and create alignment around responsibilities
- Oversee and support administrative components of all program services, contract negotiations, grant reporting, and contracted work
- Manage relationship with Third party accounting partner

- Work with support staff and Board President to plan and execute monthly board meetings
- Develop and manage ongoing strategic partnerships
- Participate in media-type engagements
- Conduct annual performance evaluations with direct reports
- Maintain a clean and safe environment

Lead Operating Fund Development

- Manage annual budget and understand financials
- Foster and build long term donor relationships
- Develop fundraising strategy
- Work with staff to seek and apply for: local, state, and national grants
- Oversee and participate in all fund development activities including annual fundraising events, grant writing, and seeking innovative funding sources
- Actively cultivate and maintain a portfolio of individual, business, and foundation donors

Qualifications:

The ideal candidate will have strong interpersonal communication skills and be creative, self-directed, energetic, a team player, and proven success in fundraising and relationship building. Other key attributes include leadership, management, financial understanding, a track record of results, and a passion for working with children and families.

A Bachelor's degree is required or a minimum of three years' experience in related field. Nonprofit or Early Childhood Education experience or equivalent would be preferred but not a requirement.

Compensation and Benefits:

Salary will be determined based on experience; benefits will be offered

To apply:

Interested candidates should submit resume and cover letter articulating your interest and qualifications along with salary range via email to: info@childrensimaginarium.org by Friday, March 17, 2023.