

Job Posting: Executive Director for Children's Museum of Eastern Oregon

About us: Welcome to the Children's Museum of Eastern Oregon (CMEO)! Located on Main Street in downtown Pendleton, CMEO is a vital not-for-profit play space dedicated to providing educational exhibits and activities for children. Our hands-on exhibits foster imagination and real-world learning, complemented by a focus on science, technology, engineering, arts, and math (STEAM).

CMEO is the sole children's museum in Eastern Oregon, serving approximately 10,000 visitors annually with over 125 memberships. We are a cornerstone for families, childcare providers, and educators, offering a safe, fun, and educational environment that enriches the community.

Join us in sparking lifelong curiosity and a passion for learning in children. Together, we can make a profound impact on our community's educational landscape.

Mission Statement: The Children's Museum of Eastern Oregon (CMEO) will provide children of all ages with opportunities for educational exploration and development through interactive exhibits and play.

Position Overview: We are seeking an enthusiastic Director to lead CMEO into its next phase of growth and impact. As the Director, you will oversee all aspects of museum operations, from financial management and fundraising to exhibit design and community engagement. This role is perfect for a dynamic leader passionate about children's education and dedicated to fostering a love of learning through interactive play. This is a unique opportunity to use your skills, creativity and passion to support and grow a cherished community nonprofit.

Much of this job is performed during regular business hours; however, there are tasks that can only be completed when the Museum is closed.

This is a full-time salaried exempt position.

Must pass a background check.

Compensation and Benefits:

- Salary: \$40,000 - \$45,000 per year, with the opportunity of renegotiation after one year.
- Paid Holidays, vacation and PTO

Desired attributes

- Proven experience in nonprofit management, ideally with an emphasis on children and families.
- Strong financial acumen with experience in QuickBooks or similar financial software.
- Demonstrated success in fundraising, grant writing, and donor relations.
- Interest in exhibit design, installation, and maintenance.
- Exceptional leadership, communication, and interpersonal skills.
- Strong capability for self-motivation and independence, along with a vision for leadership and growth within a nonprofit organization.
- Passion for children's education and commitment to CMEO's mission.

- **Application Process:**

To apply, please submit a resume, cover letter, and a professional writing sample by end of day Nov. 8, 2024 to:

By mail:

CMEO

PO Box 1103

Pendleton, OR 97801

By hand:

400 S Main Street, Pendleton OR

By email:

director@cmeo.org

Equal Opportunity Employer: CMEO is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Job Description

Children's Museum of Eastern Oregon

Executive Director

The Executive Directors works to further the mission of CMEO by managing the day to day operations of the museum and carrying out sound and responsible operations.

Position requires some meetings and attendance at events that is outside the regular Museum hours.

Financial:

- Manage all daily cash and credit card financial transactions.
- Utilize QuickBooks for bill payments, weekly deposits and financial tracking.
- Administer the annual budgets as approved by the Board of Directors.

Fundraising and Income Generation:

- Coordinate annual appeal campaign and assist Board in fundraising events.
- Promote and manage exhibit sponsorships.
- Research and write grant proposals.
- Cultivate donor relations and stewardship.
- Manage inventory, ordering, and sales of toys and snacks.
- Promote and manage birthday party packages.
- Sell memberships and prepare membership materials

Data Tracking:

- Maintain accurate records and databases.
- Analyze visitor and financial data to inform decision-making.

Exhibit Management:

- Design, coordinate installation, and maintenance of hands-on exhibits.
- Ensure exhibits are clean, updated, and operational.

Facility Management:

- Oversee maintenance and cleanliness of the Museum.

Collaboration and Public Relations:

- Ensure positive public relations and collaborations in the community and with other organizations.

Board of Directors

- Communicate with the Board of Directors through regular meetings, reports and updates.
- Assist the Board in developing a long-term direction for the Museum.

Other Duties and Responsibilities:

- Other duties as requested by the Board of Directors or that become evident during the course of the work.