



Executive Director Job Description

The Executive Director is the key management leader of Great Lakes Aquarium (GLA), responsible for the management of its operations in Duluth, Minnesota. The primary role of the Executive Director is oversight and coordination of the development and execution of the GLA's mission and vision, operations, budget, and work plan. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

- 1) Board Governance: Works with the board to fulfill the organization's mission.
 - Responsible for leading the GLA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- 2) Organization Mission and Strategy: Exercising leadership skills and qualities, the Executive Director works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
 - Responsible for implementation of GLA's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that GLA can successfully fulfill its mission into the future.
 - Responsible for the enhancement of GLA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

- 3) Organization Operations: Oversees and implements the provision of sufficient resources to ensure that the operations of the organization are adequately and appropriately provided for.
 - Responsible effective administration of GLA operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

- 4) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization including forecasting and evaluation of financial risks together with the identification of procedures and their impact.
 - Responsible for the development and execution of a fundraising plan through multiple funding resources including but not limited to grant writing, legislative outreach, and city relations necessary to support GLA's mission.
 - Responsible for the fiscal integrity of GLA to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and provides for maintenance of the organization in a positive financial position.

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree from a recognized university or college
- Five or more years' senior business management with demonstrated skill and experience operating in the public environment
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Energetic, self-starting entrepreneurial spirit with creative ideas
- Excellent interpersonal, written and oral communication skills including ability to convey a vision of strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Experience collaborating with and reporting to board members and other volunteers
- Ability to interface with and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

ACTUAL JOB RESPONSIBILITIES

- Strategic planning and implementation.
- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- Manage and collaborate with department supervisors and staff.
- Develop and execute a multi-source fundraising plan.
- Risk management.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance GLA's Mission.
- Work closely with marketing and communications, serving as GLA's primary spokesperson to the organization's constituents, the media and the general public.
- Overview and approve contracts for services.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and development strategies and to increase the overall visibility of the GLA.
- Oversee GLA's Board and committee meetings.
- Occasional travel.
- Other duties as assigned by the Board of Directors.

COMPENSATION and BENEFITS: Salary based on experience. Competitive benefits plan including: health and dental insurance, company supported 401-K retirement plan, and PTO.

TIMETABLE: Applications will be accepted until May 15, 2017. Target start date is mid/late June 2017.

TO APPLY: Please send a cover letter, resume and 3 references Attn: Jack LaVoy, Executive Director, Great Lakes Aquarium, 353 Harbor Drive, Duluth, MN, 55802 OR jlavoy@qlaquarium.org.