



**FORT COLLINS MUSEUM OF DISCOVERY
NONPROFIT PARTNER EXECUTIVE DIRECTOR**

POSITION SPECIFICATIONS

OUR CLIENT

The **Fort Collins Museum of Discovery (FCMoD)** is not like any other museum you have experienced. The museum's exhibits and collections are broad and diverse, seamlessly weaving together scientific phenomenon with historical reflection. Our programs are innovative and intriguing, inspiring generations of life-long learners. And our organizational model is different from most, rooted in a robust public/private partnership. All of these elements come to life every day at **FCMoD** to ensure that the museum, its staff, its supporters, and visitors experience the best we have to offer.



History of the Museum



The **FCMoD** of today was built from a partnership between the City of Fort Collins Museum (established 1941) and the Nonprofit Discovery Science Center (1989). After merging operations in 2008, and with the generous support of many members of the community, we built a new museum to share unique and fun learning experiences that explore the interplay of science and culture. The partnership between the City of Fort Collins ("City") and the nonprofit continues on today, creating

extraordinary opportunities for visitors to engage with that interplay in ways that are deeply

relevant to our community, our geography, and our shared history.

Since opening in 2012, the museum has welcomed over 1.25 million visitors from all 50 states, with more than a third of all visits provided through our access program. Our 28,000 sq. ft. exhibits gallery boasts long-term exhibits in First Peoples, science, music, agriculture, astronomy, wildlands, and more, including the on-site Archive & Collections, and Northern Colorado's only 360° immersive theater – the OtterBox Digital Dome Theater. The museum's footprint also includes four buildings of regional historical importance at the Heritage Courtyard, located on the grounds of the Community Center for Creativity. Since 2016, we have welcomed twelve national touring special exhibitions from producers including National Geographic, American Museum of Natural History, the Smithsonian, and more. Each year, we offer hundreds of unique science- and culture-based programs for learners of all ages.

We were proud to achieve accreditation by the American Alliance of Museums in 2018, the highest recognition of excellence in museums in our nation. We received the greatest compliment from our peer reviewers during the accreditation process: "Fort Collins has a 'vibe' about it and the museum is clearly in sync with the intangibles that make up this vibrant community."

Private/Public Partnership and Organizational Culture

FCMoD is a dynamic community hub for learners of all ages, and its co-led private/public partnership presents a unique foundation to launch the museum into its next chapter. The private/public partnership leverages and connects each institution's best assets to support the museum's growing impact. The partnership mindset permeates all aspects of **FCMoD's** organization, starting with its co-executive directors who jointly manage operations and, together, create a shared long-term vision for the museum.

The Nonprofit Partner ("NPP") Executive Director and the City Partner Executive Director are known as "Co-Executive Directors" and their relationship is rooted in shared decision making. Together, the Co-Executive Directors envision, develop, and implement strategy and management that allow **FCMoD** to thrive as a dynamic, sustainable institution.

FCMoD's organizational structure mirrors a partnership mindset, where multidisciplinary teams are structured through an Adaptive Network Model. This organizational model is designed to break down silos and leverage the talent and expertise across the museum team, as well as facilitate greater integration of community experts in support of shared outcomes.

Carrying through the philosophy that 1+1=3, the museum has intentionally shifted its approach to develop programs and experiences from sole-source creation to co-creation with the community. As a key community institution, we see our role to serve as a convenor and platform for community learning, connection, and belonging by centering community expertise found through a variety of groups and organizations reflecting the diversity of Northern Colorado. This unique approach to program development is exemplified in experiences that include traveling exhibitions such as *Mental Health: Mind Matters* and *Alebrijes*; Summer Mobile Program/Programa móvil de verano; Teen Self Care Fair; and Sonic Spotlight.

Each Partner provides financial support to the joint mission of **FCMoD**, a system that is structured to provide stability and flexibility in pursuit of the greatest community impact. In 2023, **FCMoD**'s total combined budget was \$3.8 million, with the City Partner contributing \$1.3 million and the NPP contributing \$2.5 million. The City also provides critical infrastructure support in the form of building, grounds, and technology maintenance. The remaining funding for museum operations comes from earned revenue from ticket sales, memberships, and retail operations as well as from generous community supporters.

FCMoD has a staff of 55 professionals, 19 of whom are employed by the City, while 36 are employed by the NPP. The Co-Executive Directors regularly work to ensure levels of parity with respect to pay, benefits, and professional development opportunities. It is important that the museum is not only a place of belonging for the community, but for the diverse staff team as well. The organization continues to strive to cultivate an environment where team members can be supported for who they are and allow their greatest strengths to shine.

Additionally, **FCMoD** benefits from a highly dedicated volunteer corps, with 175 current active volunteers. Our volunteers are involved in all aspects of museum operations, from greeting visitors to preparing exhibits, to supporting administrative activities.

As a key member of the Fort Collins cultural community, **FCMoD** shares in the ten-year vision recently established in the Fort Collins Arts & Culture Master Plan. This plan has five primary goals that focus on increased inclusion, continued creativity and community engagement, and building long-term sustainability for our unique community and identity.



For more information about the Fort Collins Arts & Culture Master Plan, please visit: <https://ourcity.fcgov.com/1159/documents/5116>.

The mission and vision are the driving forces, and we work together to resource and operate **FCMoD** in a holistic manner for the benefit of the community.

Many people like the idea of a private/public partnership and co-leadership, but they don't always understand how we live it at **FCMoD**. We spend a lot of time educating people why we're greater than the sum of our parts, sometimes expressed as 1+1=3.

FCMoD also has an annual operating plan that presents the museum's operational strategy for that year and foreshadows the coming years. The annual operating plan is reviewed and approved by both the NPP Board of Directors and the City Manager.

The incoming **NPP Executive Director** will play a leadership role in continuing to build out and implement the strategic plans for **FCMoD** in its post-pandemic chapter. Great opportunity exists to work with the Board of Directors, the City Partner, and many community organizations in envisioning the experiences, spaces, and financial model to support the museum's role in

meeting community needs. Bringing this vision to life and managing key museum efforts include:

External Relations

- Continue to cultivate a trusted, community-centered museum.
- Plan for and develop additional physical capacity for exhibits, programs, and internal functions.
- Develop new strategic partnerships with local organizations and funders and continue to enhance existing community relationships.
- Identify new sources of financial support and evaluate needs for future capital campaigns.
- Identify new opportunities to bring new programming to many different audiences in the region.
- Continue to add to the unique value of our strong public/private partnership.
- Continue building museum's position as industry leader.

Internal Operations

- Develop plans for refreshing exhibits and create long-term vision for exhibits and programs on regular basis.
- Continue to find creative and impactful ways to utilize the OtterBox Dome Theater.
- Optimize internal administrative functions for the next chapter of the museum's growth and development.
- Evaluate effectiveness of membership program and ensure that benefits offered drive member value.
- Continue cultivating and optimizing inclusive organizational culture with competitive wages and benefits.



For more information about the Museum, please refer to the organization's website, www.fcmod.org.

ABOUT FORT COLLINS

Fort Collins is a community of people who work hard and play hard, whose hobbies and interests are easily fulfilled with a bounty of local offerings. With roughly 170,000 people, 5,000 feet in elevation, 300 days of sunshine and 4,500 businesses, Fort Collins is a robust community with a rich culture.

Nestled at the base of the Rocky Mountains, Fort Collins offers exciting recreational opportunities, unique cultural offerings, and is a regional center for employment and shopping. Fort Collins is also home to Colorado State University.

Throughout the year, live music, and entertainment, as well as great local dining, can be found throughout the historic downtown area. Fort Collins offers the convenience of a

small town with all the amenities of a larger city.

Art, culture, and music thrive in an environment that inspires creativity and provides the avenues to fully engage. Art is truly everywhere - on pianos, alleyways, stages (both indoor and out!), in galleries, and outdoors.

Outdoor recreation is extraordinary. Fort Collins is home to the Cache la Poudre River, Colorado's only Wild and Scenic River, where fishing, whitewater rafting, kayaking, SUPing, tubing, or just enjoying the river's edge with a picnic are all fantastic options. Another remarkable option for water play is Horsetooth Reservoir with the added bonus of miles of hiking, mountain biking, and horseback trails awaiting you. Enjoy exploring all throughout the city as we're designated as a platinum level bike-friendly community; pair that with our platinum level bike-friendly university and you've got an opportunity to ride on over 285 miles trails anywhere you want to go.

Downtown Fort Collins offers amazing connections to its historic past. The most famous connection includes recognition that Disneyland's Main Street USA was modeled after Downtown Fort Collins.

Fort Collins offers the right combination to live your best life. Come visit, come play, and come work with us - we think you'll fit right in.

THE OPPORTUNITY

Overview of the NPP Executive Director Position

FCMoD's NPP Board of Directors sets policy, provides oversight, and delegates authority to the **NPP Executive Director** to lead the Nonprofit and co-direct **FCMoD** in a manner that collaborates with strategic partners while advocating and representing the interests of the NPP.

At a summary level, the **NPP Executive Director** provides:



- **STRATEGIC LEADERSHIP**

- In cooperation with City Partner Executive Director, spearheads strategic collaborations, development goals, visibility, and financial health while instilling confidence both within the organization and the broader public community.

- **OPERATIONS LEADERSHIP**

- Oversees the day-to-day operations and management of the nonprofit business including innovative and creative approaches to enhancing and expanding the philanthropic and revenue-producing opportunities and overall awareness of **FCMoD**.

- **REVENUE GENERATION**

Creates and directs earned revenue in support of the needs of **FCMoD**, including membership, retail sales, and facility rentals. Works closely with Board and Museum Leadership to identify and cultivate prospective donors. Connects with new potential donors and grows the existing donor community.

- **FINANCIAL LEADERSHIP**

Develops, coordinates and oversees the institutional budget with the City Partner Executive Director to ensure **FCMoD's** long-term financial health, sustainability, and growth.

- **CULTURE & STAFF LEADERSHIP**

Fosters an open, positive, and collaborative organizational culture. Plans and executes staff development strategies with the City Partner Executive Director.

- **BOARD & COMMUNITY LEADERSHIP**

Supports and facilitates the NPP Board of Directors. Actively engages and cultivates relationships with current and prospective Board members and key stakeholders.

What Does it Take to Do This Job?



Just as the museum takes a non-traditional approach to our work, we need a talented, innovative, and visionary leader. Leading **FCMoD** requires highly developed skills in collaboration, teamwork, and partnering. Effective leaders in our organization are creative, dynamic, and fully committed to our mission, vision, and values.

Qualified candidates will also have skills in these areas:

Strategic Leadership

- Ability to develop and maintain effective working relationships with the board, staff, volunteers, donors, stakeholders, and the general public.
- Ability to develop, implement, and evaluate long term strategic vision and supporting annual operating plans.
- Ability to develop board capabilities and strengthen board policy governance structure and operations.
- Eight to ten years of progressively responsible senior management level experience in nonprofit management, finance, or accounting. Nonprofit sector experience preferred; or equivalent combinations of education and experience.
- Ability to communicate effectively orally and in writing.

Revenue Generation

- Ability to create and meet specific metrics for both earned revenue and contributed income.
- Ability to create, develop, and utilize a network of individuals and organizations in support of the organization.
- Ability to build a sophisticated donor base, grow memberships, and secure corporate partnerships.

Operations Management

- Ability to understand and use advanced financial management principals, terminology, data, and reports.
- Knowledge of principles of budget managements and business practices.
- General understanding of complex organizations and knowledge of approaches to manage or maneuver them in to best support the organization.
- Ability to support career development for staff at all levels; some knowledge of effective volunteer management preferred.
- The ability to use office management tools (word processing, database, spreadsheet, and specialized software for museum operations).

Education

- Bachelor's degree in business administration, Public Administration, or related field from accredited college or university; master's degree preferred. Knowledge of the subjects showcased in the museum preferred but not required.



Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or non-profit regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of board members, clients, customers, and the general public.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

Certificates, Licenses, Registrations

- Valid Driver's license.

COMPENSATION

FCMoD will offer the successful candidate a competitive salary within the prescribed range of \$120,000 to \$140,000, depending on qualifications. You will also participate in the museum's comprehensive benefits package which includes 11 paid holidays, accrued personal time off, and sick time. The NPP also offers employee-sponsored health, dental, and vision insurance; long-term and short-term disability; optional retirement plan; and employee assistance program. The museum supports a hybrid, flexible work schedule.

NON-DISCRIMINATION

FCMoD and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin,

disability, veteran status, or any other protected category pursuant to applicable federal, state or local law.

HOW TO APPLY

EFL Associates, a retainer-based executive search firm, is assisting the NPP Board of Directors with this important search. All inquiries should be directed to EFL Associates. If you are excited about the opportunity to provide vision and leadership for the next chapter of **FCMoD's** growth, we want to hear from you as soon as possible. Applications are being accepted immediately and will continue through Sunday, June 30. Please send cover letter, resume, and salary requirements to **Tamara Wesely** at tamara.wesely@eflassociates.com

**EFL ASSOCIATES
4600 South Ulster Street
Suite 900
Denver, CO 80237
Phone: 303-779-1724
www.eflassociates.com**

**Daniel J. Cummings, EVP & Managing Director
Phone: 720-200-1765 / dcummings@eflassociates.com**

**Tamara Wesely, Staff Consultant
Phone: 720-200-1723 / tamara.wesely@eflassociates.com**