



Executive Director Opportunity!

The Children's Museum is located at The Forks, in the heart of downtown Winnipeg. Housed in the oldest surviving train repair facility in Manitoba, the museum features twelve permanent galleries. For over 35 years, it has been the place for families to play, laugh, learn, and grow. The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, the Museum believes in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

The Opportunity

Reporting to the Board of Directors, the Executive Director (ED) is responsible for the overall operations and finances of the Children's Museum. The ED is an ex-officio member of the Board and works closely with the Board to operationalize the mission and vision of the organization and implement the strategic plan. The incumbent is responsible for the long-term growth and financial stability of the organization and for creating an inclusive and collaborative working environment. Central to the role is the ability to build meaningful relationships with the community, including supporters, donors, funders, and non-profit sector in Manitoba and across Canada.

Key Responsibilities

- Direct the overall operations of the Museum including financial management, operations, program development and delivery, and fund development.
- Maintain a strong and transparent working relationship with the Board.
- Provide oversight and supervision of the Museum's educational programming and galleries.
- Lead fundraising and development initiatives, cultivating and fostering relationships with donors, granting agencies and supporters.
- Identify new areas for collaboration, building integrated partnerships in support of the overall advancement of the organization.
- Lead the development and implementation of a comprehensive marketing strategy.
- Oversee the hiring, management, and professional development of staff.
- Develop strong relationships with government, business, and community representatives.
- Implement effective membership and volunteer development and stewardship programs.

Selection Criteria

- A post-secondary degree in business, education, or non-profit management, or related experience.
- Five to seven years' experience in a senior leadership role preferably in a non-profit organization.
- Strategic thinker with a collaborative working style and experience working with a Board.
- Strong operational leader with experience in financial management, including oversight of budgets and reporting
- Demonstrated understanding of fund development including donor engagement and government funding.
- Ability to build and nurture relationships with government, tourism, business and community organizations.
- Strong leadership skills with a proven ability to foster a collaborative and diverse work environment.
- Exceptional communications skills, able to serve as a visible, knowledgeable, and effective ambassador of the Museum in the community
- Demonstrated commitment to, and advancement of, diversity, equity, and inclusion.

To apply submit a resume and cover letter to jen@harrisleadership.com quoting Project#25130.