



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to: Kendra Poirot, Human Resources Supervisor
kendra@vanderbiltmuseum.org

Job Title: Associate Executive Director

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721 www.vanderbiltmuseum.org

Hours: Full time, Monday-Friday, weekend availability, as necessary

VISION - To become Long Island's premier waterfront cultural institution – a focal point of modern-day community-based culture, arts, science, and education activities for an increasingly diverse audience.

MISSION - The Suffolk County Vanderbilt Museum — a unique combination of mansion, marine and natural history museum, planetarium, and park — is dedicated to the education and enrichment of the people of Long Island and beyond. This mission shall be achieved through the thoughtful preservation, interpretation, and enhancement of the Eagle's Nest estate as an educational facility. Many exhibition and program themes focus upon Long Island's Gold Coast Era. Programs also concentrate on William K. Vanderbilt II's desire that his marine, natural history, and ethnographic collections promote appreciation and understanding of the marvelous diversity of life, other cultures, and scientific knowledge. Planetarium programming, more specifically, focuses on scientific knowledge and seeks to capture Mr. Vanderbilt's sense of adventure and exploration through state-of-the-art entertainment.

HISTORY - The Museum was created by William Kissam Vanderbilt II (1878-1944), great-grandson of railroad magnate "Commodore" Cornelius Vanderbilt (1794-1877), who built the New York Central Railroad and Grand Central Terminal in New York City and controlled many of the nation's railroads between New York and Chicago.

Mr. Vanderbilt purchased 43 acres of waterfront land in Centerport, New York, and built his Eagle's Nest estate and 24-room Mansion in stages, between 1910 and 1936. The Mansion is one of the few great houses that remain of the more than 1,200 Gold Coast mansions built on the North Shore of Long Island from the 1890s through the 1930s. It is listed on the National Register of Historic Places.

The Vanderbilt Museum includes the Mansion, Hall of Fishes, collections galleries, 22 wild-animal habitat dioramas, and the state-of-the-art Charles and Helen Reichert Planetarium, which offers immersive entertainment experiences and is an essential aspect of the Museum's astronomy and science education programming. The Museum complex counts

among its extensive collections (more than 40,000 objects) the mansion, curator's cottage, seaplane hangar and boathouse, antique household furnishings, rare decorative and fine art, the archives and photographic record of Vanderbilt's travels around the globe and published books of his travels. Collection highlights include a 3,000-year-old Egyptian mummy, a 32-foot whale shark (the world's largest example of fish taxidermy), numerous artifacts from African and South Pacific cultures, and the world's largest private collection of marine specimens from the pre-atomic era.

ABOUT THE POSITION

The Associate Executive Director will assist the Executive Director in implementing the strategic plan for the Museum as developed by the Long-Range Institutional Planning Committee. The candidate must possess masterful management skills including leadership, organization, and communications, demonstrated by previous success. Thorough knowledge of American Alliance of Museums (AAM) professional and ethical standards is required. Business and financial acumen, technological literacy, and strong verbal, written, interpersonal and communication skills are essential. A proven track record in raising funds from diverse sources is crucial.

KEY RESPONSIBILITIES

Executive Leadership and Organizational Management:

- Collaborate with Executive Director to oversee day-to-day operations to assure professional and efficient administration
- Work closely with Executive Director to enhance the Museum's role as an educational institution
- Ability to interact with officials at all levels of government and to work effectively with a wide range of constituencies in a diverse community
- Ability to navigate difficult or challenging situations
- Maintain professional and calm leadership during times of stress and potential emergency situations
- Collaborate with Executive Director to supervise department heads to advance programmatic goals
- Attend and frequently lead weekly department meetings
- Ability to develop and deliver presentations as well as motivate teams and simultaneously manage several projects with changing priorities

Finance:

- Collaborate with Executive Director to strategically prepare and manage Museum finances including financial statements and regular reports, internal financial controls, financial risk models, annual operating and capital budgets accountability, fiscal policies and procedures, and financial systems effectiveness
- Possess strong fiscal skills, including financial reporting and analysis plus experience in preparing and maintaining budgets of greater than \$3,000,000
- Collaborate with Executive Director to oversee and review the Museum's financial records, assist with annual audit, participate in development of financial budgets
- Seek ways to reduce expenses, and prepare financial forecasts

- Coordinate with Executive Director and Finance Committee members to assure all financial matters are performed according to policies and procedures
- Provide the Board and Executive Director with clear, accurate, and timely information on the operational and financial performance of the Museum
- Oversee risk management, including negotiation and selection of the Museum's casualty, employment, and liability insurance coverage, and ensure that the program is up to date and provides adequate coverage
- Provide Executive Director and staff support for (and attend) quarterly Finance Committee and monthly Board of Trustees meetings

Administration:

- Demonstrate superior knowledge of multi-faceted operations, including visitor relations
- Build and maintain relationships with all department heads to assist with making decisions regarding activities, procedures, systems, and strategic goals to align with the Museum's mission
- Employ flexibility as the economic environment or institutional priorities change, including ability to pivot and lead through rapidly shifting demands
- Work closely with Human Resources to lead Museum team with integrity and to establish and maintain a benign, trusting environment

Development and Communications:

- Collaborate with Executive Director and Development Department to nurture and maintain relationships with current donors (corporations, foundations, individuals, and government grantors) and to implement a strategic and creative approach to further diversify funding streams and earned revenue
- Partner with Director of Development to project, monitor, report, and record gifts for annual, deferred, and capital purposes
- Provide financial data for grant applications and surveys, as requested
- Collaborate with Executive Director to oversee communications functions (website, print and digital publications and content, advertising and marketing, and social media) in conjunction with Communications Director and key departments heads
- Collaborate with Executive Director to recommend, develop, and oversee special events and site-use initiatives, driven by annual Development Department financial goals determined by the Museum's strategic and programmatic objectives
- Experience with Blackbaud's Altru CRM software

Perform other related duties, as assigned.

EDUCATION AND EXPERIENCE

Education:

Advanced degree from an accredited college or university in museum studies (or related field), science, business, or finance preferred.

Experience:

Demonstrated success in previous jobs, with at least eight years in an executive administrative position at a museum or managing historic properties in either the public or private sector; **or** at least three years of experience in an executive management position at a museum accredited by the American Alliance of Museums, **and** five years of experience successfully managing or monitoring budgets and finances for historic properties or museums in either the public or private sector.

KEY QUALIFICATIONS

- Commitment to the Vanderbilt Museum's mission
- Understanding of and experience with organizational management, development and governance
- Employ a thoughtful management style that promotes (DEAI) diversity, equity, accessibility, and inclusion
- Employ highly developed emotional intelligence
- Entrepreneurial approach that aligns itself to the mission
- Ability to take thoughts, ideas, and people to the next level to foster institutional progress
- Flexibility to accommodate some necessary domestic travel
- Experience in building an institutional identity and brand

ADDITIONAL POSITION INFORMATION

Background check: An offer of employment is contingent upon a satisfactory pre-employment background check.

Benefits: The Museum offers outstanding benefits to eligible employees and their dependents including health, life, dental, and vision insurance; retirement options; various leave options; paid holidays; training and development opportunities, and employee discounts.

The Museum is proud to be an equal opportunity workplace and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.