

Director, The REACH MUSEUM, Richland, WA 99352

The REACH Museum is the first stop to discover what makes the Columbia Basin and Tri-Cities unique. As a natural history museum, visitor center, event venue, gallery, and performing arts center, the REACH serves as a gateway to the richness of the culture, heritage, arts, and sciences of the region. The candidate will be expected to maintain and enhance the REACH's current programs. Inside the REACH Museum, visitors see why the REACH is a touchstone for the Richland, Washington, community and surrounding area, being a center for special celebrations that build families and community while providing a unique venue for education and enjoyment.

The REACH Museum is owned and operated by the Richland Public Facilities District under the direction of a five member board appointed by the Richland City Council. The current programs are engaging and educational, telling stories that relate to the Columbia River, the lifeblood of the region. The stories focus on the Ice Age Floods, the Tribes of the Plateau, the Shrub Steppe Ecosystem, the Early Settlers, the Grand Coulee Dam and the Columbia Basin Project, agriculture and wine production, the Manhattan Project, the Hanford Reach National Monument, the Hanford Cleanup, and Renewable Energy generate through Nuclear and Hydro Power. All of these programs and exhibits, the candidate is expected to have knowledge of, understand, and be able to provide support for maintenance and improvement.

Director Responsibilities:

The director is responsible for managing all aspects of the REACH Museum including:

- Providing communication and implementation of the policies established by the strategic direction of the Richland Public Facilities District (RPF) Executive Board
- Overseeing all aspects of day-to-day developments and activities
- Developing and managing an annual budget
- Supervision of employees, currently 9 (some of whom are part-time), and numerous volunteers
- Providing leadership for the execution and management of short term and long term goals, initiatives, and policies
- Acting as liaison between REACH employees, the public, the Richland Public Facilities District Executive Board, and the Reach Foundation

Qualifications:

The ideal candidate should have experience in senior level management with proven credentials and experience to manage staff and facilities of a mid-sized, growing nonprofit regional museum. The candidate should demonstrate the ability to complete projects, build relationships, and implement changes to meet the vision and sustainability of the REACH Museum. The ideal candidate will demonstrate the leadership required to advance the REACH Mission, be a visionary with excellent communication skills, have an ability to make decisions on a day-to-day basis while supporting policies and procedures issued by the board. The candidate will also provide overall management of operations and human resources as well financial and physical resources, and maintain communication and support of the Richland Public Facilities Board and Reach Foundation, as well as supporting the public and donors.

The following are necessary qualities, education and experience:

- Bachelor's degree in management, museum operation, education, history, or related field, and 4 years of experience, or equivalent combination of education and experience

- Demonstrated communication and people skills
- Successful fundraising experience
- Ability to successfully partner with key community organizations such as:
 - Richland City Council, Kennewick City Council and Pasco City Council
 - Tri-Cities Chamber of Commerce
 - Tri-Dec
 - Ports of Benton, Kennewick and Pasco
 - Columbia Basin College (CBC)
 - Washington State University- Tri-Cities (WSU-Tri-Cities)
 - Department of Energy (DOE)
 - Pacific Northwest National Laboratory (PNNL)
 - National Park Service (NPS)
 - Local tribal councils
- Basic computer knowledge and utilization such as:
 - MS Word, Excel, Power Point, Project, Outlook, Google

The following are desirable qualities, education and experience:

- Continuing History, Museum, or Education training
- Non-Profit work experience
 - Experienced grant writing is a plus
- Financial experience
 - QuickBooks knowledge is a plus
- Computer utilization
 - Program management, social media and web design are a plus
- Knowledge of local economic driving entities, such as:
 - Washington River Protection Solutions
 - Mission Support Alliance (MSA)
 - Ligos
- Background in local history, geology and agriculture

Primary Duties and Responsibilities:

Board Administrator and Support: Supports operations and administration of RPF-D-REACH Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's needs, to provide direction.

Program, Product and Service Delivery: Oversees design, marketing, promotion, delivery and quality of the REACH programs, REACH exhibits, products, and services.

Financial, Risk and Facilities Management: Recommends yearly budget inputs for RPF-D-REACH for Board approval and prudently manages the organization's resources within those budget guidelines while maintaining open communication with the Board in execution of current policies, laws and regulations.

Human Resource Management: Manage the human resources of the organization in accordance with authorized personnel policies and procedures that fully conform to current laws and regulations.

Community and Public Relations: Assures the organization and its mission, programs, products and services are consistently presented in a strong, positive image to the community through the maintenance of positive relationships with the media, local, state and federal governments, the public, and partnership entities.

Fundraising: Oversees fundraising planning and implementation in coordination with the Reach Foundation, including identifying resource requirements, researching funding sources, establishing strategies to approach funding entities, submitting proposals and administrating fundraising records and documentation in cooperation with the Reach Foundation.

Desired Skills and Expertise:

The ideal candidate will provide strong leadership to the staff and volunteers while simultaneously overseeing daily operations, securing future fundraising, programs and exhibits.

Non-Profit senior management experience and knowledge of the local organizations such as the Richland City Council, the Tri-Cities Chamber of Commerce, Tri-Dec, Ports of Benton and Kennewick, CBC, Washington Department of Ecology, United Way, MSA and WSU Tri-Cities are a plus. Knowledge of local economic driving entities such as PNNL, Washington River Protection Solutions, and DOE are of great benefit. A background in local history, geology, and agriculture whether through education or “hands-on” experience are critical to the candidate’s success.

Communication at all levels is critical for this position. The candidate must show experience in leading subordinate staff, interaction with a Board of Directors, interaction with other Non-Profits, interaction with other organizations such as the Chamber of Commerce, compliance with federal, state, and local regulatory authorities, audits by federal and state agencies, and an understanding of the operation and maintenance of a facility.

The candidate should have experience in setting up and managing education programs. The candidate should have experience drafting and submitting grant requests, contacting education program sources, and updating and improving educational programs currently in progress.

The candidate should have experience with museum exhibit curation such as procurement, storing, loan negotiation, authentication and education of artifacts and displays.

Benefits:

PFD employees receive generous benefits including PTO, health insurance, and a retirement plan.

Compensation:

Salary will be competitive and commensurate with experience. Additional incentive pay is negotiable based on fundraising and cost saving success.

Please send a cover letter and resume to diannam@visitthereach.org

This information must be received by January 23, 2017.