



## EXECUTIVE DIRECTOR

### Position Description

#### Job Summary

The Executive Director (ED) will be the chief administrator, providing leadership and implementing policies and programs to carry out the organization's work. The ED will have overall strategic and operational responsibility for Magic City Discovery Center (MCDC) staff, volunteers, programs, and execution of its mission. The ED inspires staff and volunteers to achieve organizational goals and maintains positive relationships with the community, patrons, donors, and other organizations.

**Reports to:** MCDC Board of Directors

**Salary range:** \$60,000 - \$80,000 DOE

**Status:** Salary, full-time exempt

**Location:** On-site, year-round in Minot, ND

**Start date:** Negotiable

**Application deadline:** Applications reviewed on a rolling basis; position open until filled.

**How to apply:** Submit a cover letter, resume, and three professional references in PDF to [magiccitydiscoverycenterboard@gmail.com](mailto:magiccitydiscoverycenterboard@gmail.com). On the subject line please format it as Last Name, First, ED Applicant.

#### Primary Duties/Responsibilities

- Fundraising and Philanthropic Activities
  - Work to develop and engage diverse supporters and patrons, expand income sources, and continue growth of MCDC staff and Board of Directors.
  - Fundraising gala, and other fundraising activities.
  - Grant writing at local, state, and federal levels.
  - Cultivate new partners and donors.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Work closely with the Board of Directors to fulfill the legal and financial obligations of MCDC. Duties include attendance at regular Board and committee meetings, record keeping, creation of financial reports and budgets, and recognition of



conflicts of interest. Work with the Board to identify, recruit, and train new Board members and provide ongoing training opportunities.

- Creation, with staff, of the annual timeline calendar to ensure deadlines are met throughout the year.
- Manage Venue Rental.
- Engage with the greater industry to stay current on trends and issues; cultivate relationships with individuals, representatives, and groups in the industry; attend regional and national conferences.
- Create and maintain a positive, healthy, and safe work environment in accordance with all legislation and regulation.
- Executes other duties as requested by the Board of Directors.
- Performs other related duties as assigned.

### **Leadership Responsibilities**

- Develop the organization's strategic planning to ensure MCDC successfully fulfills its mission into the future. Maintain a dedication to detail to ensure that programs and services support the organization's mission, vision, and values.
- Recruit, hire and retain competent, qualified staff. Inspire a creative, energized, collaborative, and safe culture and environment for staff, board members, volunteers, patrons, and the community.
- Draft and submit the annual operating budget. Make and execute decisions to operate within the approved budget and to maintain a stable and strong financial position.
- Evaluate internal and external issues that affect MCDC and recommend and execute appropriate action.
- Oversee the daily administration of the organization by implementing policies, procedures, and programs.
- Draft and implement performance standards; conduct performance reviews for staff.
- Act as the public face of MCDC and be the primary spokesperson, promoter, and representative of MCDC to the community, media, and other relevant stakeholders.
- Engage with the broader community, donors, sponsors, volunteers, and patrons in professional and social settings.

### **Preferred Skills and Abilities**

- Excellent management, supervisory and leadership skills, ideally in a related non-profit sector.
- Strong skills and demonstrated success in fundraising and grant-writing.



- Flexible, adaptable, organized, with multi-tasking abilities, working well under pressure.
- Self-directed, takes initiative, possesses creative problem-solving skills.
- Excellent time management skills and ability to manage and deliver competing deadlines.
- Creativity and eagerness to collaborate with Board of Directors and staff.
- The ability to translate broad vision and plans into specific objectives oriented towards results.
- Experience in business planning and non-profit fiscal management.
- Excellent verbal and written communication skills.

### **Preferred Education and Experience**

- Bachelor's degree or equivalent in experience related to non-profit management, business, or public administration.
- Prior experience leading and developing a Board of Directors.
- A record of leading successful development programs and proven financial savvy, including familiarity with non-profit budgeting and financial reports.
- Demonstrated experience as accomplished convener with strong interpersonal skills, persuasive presentation, and public speaking skills.

### **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.
- Prolonged periods of standing during events.

### **MCDC's Equal Employment Opportunity Policy**

*This job description does not list all the duties of the job. The MCDC Board of Directors may make an assignment of other duties or instructions from time to time. This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner. The MCDC Board of Directors have the right to revise this job description at any time. This job description is not a contract for employment and either you or the firm may terminate employment at any time, for any reason. Magic City Discovery Center is an equal opportunity employer.*