



#### About the Keys History & Discovery Center:

Keys History & Discovery Center is a world-class museum that preserves and shares the incredible history of our Upper Keys community and explores the unique ecology of the region. In addition to permanent exhibits on subjects such as Henry Flagler's Over-Sea Railway, Legends of the Line, and First People, the Discovery Center offers a lecture series, educating the public through presentations from a variety of expert speakers. The museum's second floor features a state-of-the-art theater showing documentaries on topics like the 1935 Labor Day Hurricane and Indian Key, as well as traveling exhibits, and the Jerry Wilkinson Research Library.

#### About Florida Keys History and Discovery Foundation:

Florida Keys History and Discovery Foundation formed in 2013 to develop and operate the Keys History & Discovery Center. The not-for-profit organization's board of directors is comprised of community-minded volunteers with a passion for the mission of preserving and sharing the unique history and environment of the Florida Keys, particularly that of the Upper Keys.

This is a new managerial/leadership position that will have routine interactions with and receive guidance from a very engaged Board.

## Museum Director

#### Development and Outreach –

- Manages donor cultivation, sponsorships, underwriting, naming opportunities, annual and directed campaigns, Legacy giving, corporate partners, matched gifts, and planned giving
- Plans, oversees, and produces Annual Signature and other fundraising events
- Seeks opportunities to provide lectures/talks to community groups, libraries, other museums, etc., throughout the Keys and in South/Southwest Florida
- Responsible for development and implementation of annual fundraising plan that includes memberships, program grants, individual donations and annual signature event
- Represents the organization for member organizations including chambers of commerce and business development groups
- Interfaces regularly and builds solid relationships with Board members, donors, members and other key stakeholders

#### Facilities & Oversight -

- Plans, organizes, and directs museum activities, including tours, lectures and events
- Manages 7,500 sq. ft. facility, ensuring regular maintenance and upkeep to keep facility operating efficiently
- Establishes and sets policies in line with the American Alliance of Museums

#### Financial -

- Oversees financial management, information technology, security, and professional practices, including collections management and operations

- Responsible for annual budgeting, monthly financial reports, and annual tax/audit preparation in collaboration with the organization's bookkeeper/CPA

**Staff Support -**

- Manages training for and implementation of staff duties in their various roles and responsibilities
- Provides guidance and support for training and personal growth opportunities
- Writes staff performance evaluations on an annual basis

**Long Range Planning -**

- Provides institutional leadership and strategic planning for long-term objectives
- Ensures timely progress is made toward accomplishment of annual goals

**Board Relations -**

- Provides director's report to Board at monthly meeting
- Presents financial reports to Finance Committee and to Board
- Prepares board meeting agendas, dissemination of board communications, and set-up for monthly board meetings

*The mission of the Florida Keys History & Discovery Center is to support a world-class history and discovery center that accurately reflects our Florida Keys in a multi-faceted and interactive environment. The vision of the Florida Keys History and Discovery Foundation is that residents and visitors alike have a thorough understanding and strong appreciation of the unique history and environment of the Florida Keys.*