

ASSOCIATION OF CHILDREN'S MUSEUMS
POSITION DESCRIPTION
DEPUTY DIRECTOR

The Association of Children's Museums (ACM) is a professional service organization serving over 500 members around the world. Founded in 1962, ACM strives to expand the capacity and further the vision of children's museums worldwide. Members are primarily children's museums, but include traditional museums with an interest in family audiences.

Our Vision: The Association of Children's Museums is recognized as a global leader, advocate and resource among organizations serving the learning needs of children and families.

Our Mission: The Association of Children's Museums builds the capacity of children's museums to serve as town squares for children and families where play inspires creativity and lifelong learning.

Our Strategic Goals

In achieving our mission, we will accomplish the following goals:

Goal 1: Make visible and promote the value of children's museums nationally and internationally.

Goal 2: Build the capacity of children's museums to achieve sustainability and growth.

Goal 3: Use the collective power of children's museums to leverage innovative opportunities for the field.

Goal 4: Strengthen the network of children's museum professionals.

Goal 5: Ensure the future of ACM with strong leadership and sound financial practices.

Each member of the ACM team adheres to the following priorities:

- **First Priority** is to achieve ACM's goals. In other words you should feel personally responsible for everything ACM does for its members.
- **Second Priority** is to help others achieve ACM's goals.
- **Third Priority** is to carry out your job function.

The Deputy Director is a full-time position responsible for program content, development, and association management. The position reports to the Executive Director. Specific responsibilities include, but are not limited to the following:

Development and Partnership Building

- With the Executive Director, cultivates relationships with appropriate funders and other national and international partners.
- Develops annual and long-range development plans to support ACM's strategic goals.
- Researches funding sources and develops list of prospective funders to support core services (e.g. InterActivity conference) and special initiatives.
- Writes proposals that make the case for support.
- Manages funder-related components of programs/special projects as appropriate, such as the Promising Practice Award and Asian Exhibit Initiative (production of proposals and reports to funder, donor recognition, etc.).
- Solicits, arranges, and attends as appropriate, meetings with potential funding partners and represents ACM in a variety of forums.
- Works with senior staff to cultivate partnerships with other national and international organizations.
- Develops and administers appropriate opportunities for funder recognition. Ensures appropriate funder recognition in ACM's annual report, newsletter and at conference general sessions.

InterActivity Conference and Other Education Programs

- Supervises and advises the Program Officer, Education in all programmatic and logistical aspects of planning the conference and other education programs.
- With Program Officer, Education, develops plan for ACM's professional development initiatives including pre/post conferences, regional workshops, institutes, etc., and reviews new opportunities with the ACM Board Programs Committee.
- Oversees and participates in the activities of the Program and Advisory Committees including development of conference content and format, identification of speakers/workshop leaders, etc.
- Supervises the Program Officer, Education in role as liaison to Advisory Committee and ACM Board to ensure that programmatic objectives align with ACM's strategic framework.
- Solicits involvement of high-level speakers as keynotes and salon participants and manages key relationships with such speakers throughout the year.
- Conceptualizes techniques for evaluating the effectiveness of programs (i.e. "outcome-based evaluation") that are consistent with funders' needs.

*ACM is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are strongly encouraged to apply.
ACM is an equal opportunity employer.*

Updated August 2009

- With the Program Officer, Education, develops and tracks the conference budget.
- With Program Officer, Education, negotiates contracts including hotel, AV vendor, busing, trade show, etc.

Sponsorship and Affinity Partnership Building

- Solicits and negotiates new corporate marketing opportunities for the Association and its members including the development of corporate sponsorship or grant proposals.
- Solicits and negotiates affinity partnerships that benefit members and provide a royalty to ACM.
- With Program Officer, Communication, develops new, marketing-based earned income sources for ACM.

Member Services

- Supervises and advises the Program Officer, Membership.
- Tracks trends in the field with Executive Director and Program Officer, Membership.
- Provides technical assistance to the field.
- Works as a team with the staff to research, develop, implement, and fund new programs and initiatives designed to assist members in becoming the town centers for children and families.
- Directs ACM's policy agenda in cooperation with AAM and the Museum Working Group. Reviews and recommends positions on pending legislation that will impact ACM's members and the children and families served by ACM's members. Serves as an advocate for children's museums and ACM.

Communications

- Supervises and advises the Program Officer, Communication.
- Oversees design of ACM website including member section and online research repository.
- With Program Officer, Communication, develops new, marketing-based earned income sources for ACM.

Association Management

- Serves as part of a three person leadership team for ACM along with the Executive Director and Director of Finance & Administration.
- Takes on additional responsibilities and shares workload with the Executive Director.
- Hires, supervises and evaluates the work of the Program Officer Team (Education, Membership, Communications).
- Serves as staff liaison to Board of Directors committees as assigned.
- Assists Executive Director with governance-related activities such as Board meetings, calls, preparation of minutes, etc.
- Assists on the ACM Annual Report and other documents by contributing updates as assigned.

Qualifications

- Five to fifteen years of program development, fundraising experience, and management in a non-profit or similar organization.
- Knowledge of issues facing associations, arts and culture organizations, and/or children's museums.
- Bachelor's Degree required, Master's Degree in a related field strongly preferred. Degree(s) should be in non-profit administration, business administration, law or related field.
- Excellent writing, editing and communication skills are required. Position also requires strong interpersonal skills, diplomacy, sound judgment, and the ability to listen to and synthesize information.
- Conference management experience including experience writing, reviewing and negotiating contracts.
- Strong teamwork ethic required.
- This is a demanding position. Ability to work under pressure and time constraints as well as handle a number of tasks simultaneously required.
- Enthusiastic, upbeat personality with a true commitment to the work of ACM and children's museums.

To Apply:

To apply, please submit a **complete** application including cover letter, resume, salary history, and writing sample and to jobs@childrensmuseums.org (indicate position title in subject line):

Association of Children's Museums

Attn: Deputy Director Search
1300 L Street, NW Suite 975
Washington, DC 20005
Fax: 202-898-1086

For more information on ACM, visit our web site at www.childrensmuseums.org.

Location Note: The ACM office will be moving to Crystal City in Arlington, VA, December 1, 2009