



**National Law Enforcement Officers Memorial Fund
& the National Law Enforcement Museum
Job Description – Final**

Position: National Law Enforcement Museum Director

Reports To: NLEOMF CEO and NLEM Committee

Direct Reports: Museum Senior Staff

The National Law Enforcement Officers Memorial Fund (“NLEOMF”) seeks a creative and entrepreneurial leader to become the Director for the new National Law Enforcement Museum (“NLEM” or “Museum”). The NLEM, which will open late 2013/early 2014, will tell the story of American law enforcement through exhibits, collections, research and education. The Museum will dynamically engage the broadest possible audience in this story in an effort to build mutual respect and foster cooperation between the public and the law enforcement profession.

The Museum Director will be responsible for the development, execution, and management of the policies, programs, and initiatives of the Museum reporting to the NLEOMF CEO for administrative purposes and working closely with the NLEM Committee of the NLEOMF.

The Museum Director will provide vision, strategic leadership, and management expertise for the Museum and its staff. This person will lead staff and work with the board shaping the Museum, its acquisitions, and exhibits. The Director will be expected to attend and oversee all of the Museum’s grand opening events and use his or her marketing knowledge to take advantage of the opening to generate interest in the Museum while making a compelling case that the Museum is a destination not to be missed when visiting the nation’s Capital.

Primary Areas of Responsibility:

General Management

- Oversee and manage the construction of the National Law Enforcement Museum’s physical structure on schedule, on budget and with the requisite standards of quality
- Ensure the Museum is professionally managed and operated.
- Promote a culture of excellence and flawless execution in all Museum activities and at all levels within the Museum.
- Mentor and manage Museum staff; promote a culture that rewards initiative, accountability and collaboration.
- Strive to meet accreditation program standards and expectations and ultimately obtain accreditation.

Fundraising

- Lead the Museum's Development efforts in fundraising planning and implementation, including identifying resource requirements, developing relationships with prospective funders, researching funding sources, establishing strategies to approach funders, and submitting proposals.

Financial Management and Planning

- Lead the Museum's budgeting process, and direct operations to meet financial goals; ensure compliance of financial and accounting policies; and implement new policies to improve efficiency and management of institution's assets.
- Oversee the organization's budgeting and financial controls, taking into consideration the financial implications of developing new programming and enhanced operations; operate within a balanced budget and ensure that forecasting is based on sound assumptions.

Strategic Planning

- Establish, implement, monitor, and update short and long-term strategic goals, policies and operating procedures to ensure the Museum meets its financial goals and fulfills its mission.
- Participate in long-range planning and implementation with support of the Museum's board of directors.

Program

- Ensure the Museum focuses its resources to create and capitalize on opportunities to serve as an educational resource used by all sections of the population.
- Oversee the development and implementation of an extensive law enforcement exhibition and program schedule.
- Serve as a thought leader and advocate for law enforcement, the NLEOMF and the Museum.
- Evaluate the Museum's public programs and ensure the integration of exhibition and education objectives; introduce ideas and partner with the NLEOMF as well as other law enforcement organizations and peer Museums to develop and execute new exhibits and programs.

Board Relations and Governance

- Foster a relationship with all NLEM Committee members marked by open communication and responsiveness to issues affecting the strategic direction and operating health of the Museum.
- Encourage all NLEM Committee members to participate actively; work to ensure an effective committee structure and culture and find ways to appropriately engage committee members; help to identify and cultivate new committee members whose talents, interests and commitment will further the Museum's mission and expand support.

Communications and Marketing

- Develop compelling ways to promote the Museum's activities to its member base and increase the appeal of the Museum to new members. Aggressively advance and broaden

the Museum's educational and community outreach; continue to encourage technological advances and innovative initiatives that will appeal to new and wider audiences.

Knowledge/Skills/Abilities:

It is expected that the director will be an inspiring leader and able administrator who has a robust background in the following areas:

- A minimum of 10 years of increasingly responsible management and leadership experience of a nonprofit organization or museum, including a thorough understanding of fiduciary responsibilities of such an organization.
- Expertise in crafting public/private partnerships.
- Broad-based understanding of development and implementation of strategic action plans and budgets.
- Strong understanding of design principles as they relate to museums.
- Understanding of issues confronting the non-profit world, donors, public agencies, and community organizations.
- Ability to work closely and effectively with others – including the NLEM Committee and the Board and Staff of the NLEOMF.
- Ability to work closely and effectively with both public and private sector individuals, officials, and organizations.
- Candidates ideally possess an advanced degree in museum studies or a MBA with extensive knowledge of law enforcement and its history.
- Strong written and verbal communication skills, particularly public speaking.
- Budget preparation, fiscal management and analysis.
- Ability to supervise and manage professional, volunteer, and administrative staff members.
- Proficient computer skills, including Microsoft Office Suite programs.