



Position Announcement – September 19, 2022
President and CEO
Corpus Christi Museum of Science and History
Corpus Christi, TX

The Corpus Christi Museum of Science and History (CCMSH) seeks an experienced President and CEO with a demonstrated commitment to organizational excellence to lead the organization and build on its mission to “engage and educate people in science and South Texas history through exhibitions and programming”.

Founded in 1957, the CCMSH has grown to encompass approximately 100,000 square feet and is the repository for hundreds of thousands of artifacts and historically significant items.

The Corpus Christi Museum of Science and History is governed by a committed Board of Directors and has 35 experienced and dedicated staff with an annual budget of \$1.8 million. The CCMSH is located at 1900 N Chaparral, Corpus Christi, TX 78401. More detailed information may be found at www.ccmuseum.com

The Position

The CCMSH seeks an individual who is well prepared to provide the inspired external and internal leadership required of the role. The new CEO must have proven, significant, and successful organizational leadership experience and the ability to oversee fundraising, programs and overall operations while working effectively with both the leadership team and the board to guide the organization. The CEO must also possess the talent to listen and communicate effectively and to build relationships with multiple constituencies, including the board of directors, staff, donors, and community leaders.

Compensation

Salary range \$85,000 - \$100,000, commensurate with experience. Generous benefits package including medical coverage, vacation, holidays, and simple retirement plan.

Application Process

To apply, please send a letter of interest and resume in one pdf file using the following naming convention: “Your last name, your first name” in pdf via email only to:

CCMSH Search Committee
awilson@charterbankcc.com

Please no phone calls, faxes or snail mail.

Job Description

TITLE: President and Chief Executive Officer

PURPOSE/FUNCTION OF POSITION: The President and Chief Executive Officer of Corpus Christi Museum of Science and History (CCMSH) provides strategic leadership by working with the Board of Directors, community partners and leaders, and staff to allow the Museum to identify, understand and act on the issues that determine its ability accomplish its mission. The President and CEO is a non-voting member of the CCMSH Board of Directors.

KEY ACCOUNTABILITIES:

Community Leadership

- Provides leadership necessary to achieve the mission of engaging and educating people in science and South Texas history through exhibitions and programming.
- Acts as spokesperson for the organization on relevant issues.

Organizational Leadership

- Develops issues for Board of Directors review and discussion. Assures coordination and alignment of all CCMSH activities.
- Assures the organization is anticipating and addressing the external and internal factors that control success.
- Assess organizational capacity to implement strategies and identify gaps in systems and staff and develop plans for contingency.

Development and Management of Resources (Human and Financial)

- Staffs the CCMSH with fully competent professionals and support staff, delegating responsibility/authority appropriately.
- Guides the Leadership Team to provide a united, visible, and strong leadership presence across the organization to help instill new thinking, focus, and prioritize efforts, and operationalize the plan to achieve the goals of the organization.
- Work with Leadership Team to assure progress toward organizational goals. Assure that annual work plans are developed, and outcomes realized. Key results areas include:
 - Fundraising, including annual campaign and leadership giving.
 - Diversification of revenue.
 - Stewardship and accountability for financial and facility resources.
 - Effective, integrated, and efficient support systems in such areas as procurement, personnel, and facilities management.
 - Assessment of community needs and identification of appropriate roles and/or programs for the CCMSH.

Accountability for Operations and Fiscal Integrity

- Maintains stewardship and accountability for the overall operational and fiscal integrity of the organization within the guidelines and policies set by the CCMSH Board of Directors.
- Oversees development of the CCMSH goals and annual budgets to assure alignment.

CORE COMPETENCIES:

Mission Focused: Top priority is to create opportunities to engage and educate people in science and South Texas history through exhibitions, programming, and education activities.

- Ability to catalyze others' commitment to mission.
- Ability to link donor and volunteer aspirations to needs.
- Strives vigorously to accomplish shared goals.
- Separates one's own interests from organizational interests to make the best possible judgments for the organization

Relationship Oriented: Is able to communicate effectively to develop, grow, and sustain productive relationships. Knows how to capture and record relevant information and how to interpret and utilize the information to forge partnerships, collaborate, cultivate, grow, sustain, and strengthen internal and external relationships.

- Understands and motivates individuals and organizations.
- Values diversity and inclusion.
- Effectively communicates.
- Treats others with respect and dignity.
- Actively listens to and facilitates diverse input and contributions.

Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

- Seeks and shares knowledge of community.
- Takes a collaborative approach to addressing issues.
- Focuses on shared goals.
- Mobilizes a broad range of sectors and resources.

Results Driven and Results Achieved: Is dedicated to shared and measurable goals for the organization by creating, resourcing, scaling, and leveraging innovations for broad investment and impact.

- Has a searing focus on results and can effectively communicate goals and impact.
- Sets and maintains high performance standards for self and others that support the goals of the organization.
- Challenges self and others to achieve “stretch” goals.
- Is personally accountable for the results they achieve.
- Can adapt quickly to ever-changing environments.
- Is organized, able to plan, think strategically, and is creative, innovative, and appropriately persistent.
- Can make decisions and willing to take risks when appropriate to achieve results and meet goals.

Brand Steward: Is a steward of the CCMSH brand and understands his/her role in growing and protecting the reputation and results of the organization.

- Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal).
- Defines, communicates, and consistently exemplifies the organization’s values and ethics.
- Understands brand concepts and can articulate these to stakeholders and staff.
- Is accountable and transparent with all stakeholders.
- Respects and follows the standards and safeguards that protect the organization’s integrity (e.g., professional standards for financial reporting, integrity of data, security of information systems, use of organizational property, confidentiality, etc.)

LEADERSHIP COMPETENCIES:

Visionary

- Initiates and leads changes within the CCMSH to support growth.
- Inspirational and persuasive communicator.
- Displays courage, resilience, and entrepreneurial spirit.
- Values external networks and relationships.
- Values continued learning and development of self and others.

Team Builder

- Understand that people are the engine that moves the organization forward.
- Focuses staff on meeting the organization's mission and goals.
- Envisions the future of the organization through the development of staff and volunteer talent.
- Builds and cultivates volunteer leadership suited to accomplish organizational goals.
- Values the diversity of people and ideas.
- Builds solid board, staff, and volunteer partnerships.

Outward-Turning

- Works across private, public, and corporate sectors to ensure the success of the CCMSH.
- Politically astute.

FUNCTIONAL COMPETENCIES/ACCOUNTABILITIES:

Self-Management

- Present oneself in an appropriate and professional manner. Communicate, act, react and respond appropriately in all situations.
- Effectively utilize interpersonal skills and political astuteness to engage with, lead and function as a member of a team.
- Is trustworthy and acts with integrity, authenticity, humility and in good faith, respecting others' opinions, priorities, values, and interests.

Communication Skills

- Self-confident with personable affect.
- Is understanding and uses empathy, compassion, and active listening.
- Is fully present and aware of subtleties and nuances such as body language and voice tonality to better understand what is important to constituents and how to connect and engage them with the CCMSH.
- Can influence, persuade, present, request, sell, negotiate, and close a deal as appropriate.

Utilize and Acquire Knowledge

- Is forward-thinking, focused on what is possible, and seeks new tools and knowledge as needed.
- Can use technology when acquiring and utilizing knowledge and is innovative and creative in its application.
- Seek to continuously improve interpersonal and professional skills.

KEY RELATIONSHIPS

- CCMSH Board of Directors
- Direct Reports (i.e., Vice President of Programs, Vice President of Development and Communications, CFO and Administrative Assistant)
- CEOs and Key Leaders in the community
- Community Partners
- Major Donors

EDUCATION REQUIRED

Bachelor's degree in business, public administration, social services, or related field required. Master's degree in relevant field preferred.

PREVIOUS WORK EXPERIENCE

Minimum of eight years senior level or executive experience required.

TECHNICAL KNOWLEDGE AND QUALIFICATIONS:

- Possess strong leadership, negotiation, communication, coaching, problem solving, project management and analytical skills.
- Ability to effectively present information to top management, public groups, and boards of directors.
- Ability to understand and process data extracted from computerized information systems.
- Ability to deal with mathematical concepts and a variety of abstract and concrete variables.
- Proficient in Microsoft Office products (Excel, Word, PowerPoint, and Outlook); CRM knowledge preferred.

OTHER: Position requires day travel and some overnight travel. Must own vehicle and provide proof of required insurance. Applicant must be able to lift 25 lbs.

EMPLOYMENT CLASSIFICATION: Executive Exempt—this position is full-time, may exceed a 40-hour work week, and is exempt from Fair Labor Standards and Practices overtime compensation requirements. Employee must be available and able to work non-traditional hours, including nights and some weekends.

The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.