

## **Museum on Prime Ministers of India**

### **Position : Chief Executive Officer (CEO)**

#### **1. Job Description**

Museum on Prime Ministers of India seeks for a CEO to provide dynamic leadership in partnership along with the Deputy Director, Director , Executive Council of NMML and other key staff to implement a vision and strategic plan for the future of the organisation. The CEO will work closely with the Deputy Director, Director and Executive Council of NMML to refine, develop, and implement a progressive program for Museum's revenue generation, operations, exhibitions, educational activities, and community outreach.

#### **2. Key Responsibility Areas:**

- To see to the major museum's decisions and manage the overall operations and resources of the institution.
- To take reporting from different department heads like CTO, CMO etc and make sure each department is working in close coordination with each other.
- To make museum a profitable institution.
- Works in conjunction with the Deputy Director, Director and Executive Council of NMML to develop a sustainable strategic direction.
- Help establish initiatives to fulfil the mission and vision of the Museum and increase local, statewide, national and international awareness and prominence.
- Direct the Museum's operations and align revenue opportunities, development, finance, external communications, staffing, and education and public programming.
- Manages and lead the staff (full-time, year-round, and seasonal), volunteers, and consultants.
- To Create a strong financial backbone through balanced budgets, sufficient cash reserves, growing endowments, financial systems that will allow for monitoring of financial status.
- Serves as spokesperson and chief advocate for the Museum. Establishes strong partnerships in the community. Enhances the Museum's public image to expand interest and support.
- Works closely with the CMO to create an effective plan for communication to raise the profile of the Museum.
- Direct the development of marketing initiatives.
- Manage, secure and maintain the property and facilities of the Museum

#### **3. Required Leadership Attributes:**

- Leadership – To nurture the team that focuses on the best interests of the organisation as a whole, understands the complete role of the team as well as the individuals in it.
- The CEO should make sure to follow the imperatives of the strategic plan.

- Should have Passion for Mission – The CEO must be able to demonstrate and communicate\ passion for the organization’s core purpose “– to preserve and share the history and archaeology of the region”.
- Credibility – Must be able to demonstrate honesty, sincerity, humility, and respect. Must be able to gain trust from the board, staff and key stakeholders.
- Judgment – Should have the ability to recognise the consequences of actions, accurately assesses the environment, apply appropriate discretion, draw upon relevant experience, and assess and determine risk.
- Interpersonal Skills – builds appropriate rapport and effective relations both internally and externally. Relates well to people of diverse backgrounds and exhibits genuine warmth and approachable behaviour toward them. Listens carefully to understand the needs, intentions, and values of others.
- Strategic Thinking – cultivates a culture of strategic action, including recommendations on timelines and allocation of resources to move forward according to the annual planning and budgets.
- Results-Driven Mindset – improves and sustains organisation’s performance, develops and follows as per priorities, delegates appropriately, holds staff accountable, and makes sound decisions.
- Demonstrated Success in Community Networking – develops strong community relationships to leverage goodwill, financial support, and program and service development.
- Financial Management Expertise – ensures that the organisation maintains adequate reserves and accumulates sources of capital to invest in the changes needed in the future. Understands and diligently cater to all the budget and financial related matters and manage operations within budget constraints, including making hard financial decisions when required.
- Human Resources Management Experience – has the ability to attract, develop, and retain a diverse staff talent pool needed to meet and exceed organisational goals.
- Steward of Positive Organisational Culture – maintains and nurtures a culture that recognises the strengths and talents of each team member, is open to change, encourages new ideas which challenge the status quo by asking “why not?”, and allows others to create organisational agility.
- Visibility – acts as the “face of the museum” to key external stakeholders and staff, assuring that a recognisable, consistent person is leading the organisation.
- Fundraising ability – leads the development of strategic and innovative fundraising approaches to broaden the source and scope of revenues for the organisation.

#### **4. Job Skills & Qualifications:**

- Minimum education requires a Bachelor’s degree. Advanced degree preferred.
- The ideal candidate should have 10 years of experience in a museum, historic site or nonprofit organization or business(preferably with a cultural focus).

Should have an experience of at least four years as an executive or senior managerial level.

- Ability to provide strong leadership, vision and strategic direction. Strong analytical and problem solving capabilities. Should be efficient in implementing strategic plans with the boards of directors.
- Demonstrated knowledge of standards and best practices for museums, nonprofits, or similar organisations, as well as a history of involvement in relevant professional organisations.
- Strong record of success in fundraising and audience development.
- Should be efficient in writing and public speaking.
- Proven ability to work cooperatively, creating an effective partnership with the board of directors, enabling them to discharge their governance responsibilities and seek their engagement in sharing their skills, expertise and work in pursuit of Museum on Prime Ministers of India's mission.
- Competence in managing museum operations. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and diverse public constituencies.
- Evidence of success in developing, managing, and growing an annual operating budget.
- Strong business management skills.
- Excellent planning, time management, and decision-making skills.
- Willingness to work on a variable schedule, including weekends and evenings, whenever required. Salary will be corresponding/ as per the experience.

### Tenure of Service

The post is purely on contractual basis for a period of three years with a minimum guaranteed period of one year. If the incumbent wishes to leave before the end of contract or institution so decides, a notice of two months or equivalent salary will be required for immediate release.

### Expected Salary :

2.5 Lacs per month lump sum. Higher salary can be considered for meritorious candidates.

### How to Apply

Interested candidates may send a copy of their updated CV and self-attested copies of testimonials on the following email [bhndari\\_57@yahoo.co.in](mailto:bhndari_57@yahoo.co.in) latest by 31<sup>st</sup> January, 2021.