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POSITION GUIDE

POSITION:	Executive Director
ORGANIZATION:	Knock Knock Children's Museum
LOCATION:	Baton Rouge, Louisiana
REPORTS TO:	Board of Directors

Mission

Knock Knock Children's Museum is a community spark for engaging, playful learning experiences that inspire and support lifelong learning.

Knock Knock Children's Museum: Educating Children Through Play

Knock Knock Children's Museum (KKCM) is a 26,000 square foot facility that offers an exciting world of early learning, discovery and hands-on exploration through eighteen interactive Learning Zones and the Big Backyard. The Museum seeks to develop young minds from birth to age 8, while building an inclusive community from a landmark site in City-Brooks Community Park, Baton Rouge, Louisiana.

Since opening its doors in August 2017, KKCM has:

- Welcomed over 220,000 visitors from 60 out of the 64 Louisiana parishes, as well as 48 states and 10 countries.
- Delivered more than 450 hands-on programs that build upon the museum's educational curriculum.
- Broken down barriers to museum access by providing reduced admission to 6,542 visitors experiencing financial hardships; reached 350 of our nearest neighbors through innovative outreach camps; offered free field trips to all Head Start programs in the nine-parish Capital Area Region, and designated Sensory Friendly playtimes for children with autism or other sensory processing difficulties.
- Facilitated 376 field trips with 26,775 children in preschool through third grade.
- Closed its inaugural capital campaign by raising over \$14M to support facility, program and operations development.
- Worked with 21 full-time employees and 14 board members to strategically allocate a \$2.5M annual operating budget to meet the museum's mission to be a community spark for engaging, playful learning experiences that inspire and support lifelong learning.

Learning Zones and the Big Backyard

Knock Knock's Learning Zones are hands-on, interactive exhibits creating "teachable moments" that connect children's every day experiences to learning. These Learning Zones are anchored in research and evidence-based practices addressing all areas of development (social/emotional, physical, language, and cognitive) and learning (literacy, mathematics, science, social studies, the arts, engineering and technology). Many programs have been designed based on the maker education movement which promotes more opportunities for young people to build confidence, foster creativity, and spark interest in STEM and arts subjects.

The Big Backyard expands the play beyond the museum's walls by offering limitless exploration in nature and pop-up programming under majestic oak trees.

About the Museum

Recently named 2018 Museum of the Year by the Louisiana Association of Museums, KKCM is quickly becoming known as one of Louisiana's most innovative educational resources for families. Knock Knock is committed to playing a major role in empowering students to make their futures bright and filled with opportunity. The goal is to increase early literacy skills (reading, writing, speaking, and listening) while increasing knowledge and raising interest in STEM subjects and careers.

The Museum is located in Baton Rouge, Louisiana's "Capital City" and the hub of all things Louisiana. The city houses over 300 years of history, and is home to both LSU and Southern University and numerous businesses and industrial facilities. To continue the city's momentum as a great place to live, Baton Rouge needs more forums for the community to connect, and the Museum offers an inclusive gathering place where families and children of diverse backgrounds and experiences interact. To further its goals for community impact, the Museum entered into a cooperative endeavor agreement with the Recreation and Park Commission for the Parish of East Baton Rouge (BREC). Through this partnership, the Museum's prime location on 6.5 acres of existing

parkland was selected to afford access by the diverse audiences within Baton Rouge. To learn more about the Museum, please visit www.knockknockmuseum.org.

The Opportunity

Knock Knock Children's Museum (KKCM) is hiring its second Executive Director to lead the Museum into its next stage of growth and development. This individual will effectively leverage the outcomes achieved to date, while bringing fresh insights to the next stages of this institution's development. The KKCM Executive Director will shape, guide and execute the institution's vision for the creation of a community gathering place where children of diverse backgrounds meet and learn through play. The Board seeks a leader who will partner with them in thinking boldly and creatively about this organization's future.

The Executive Director will:

- **Engage** the Museum's multiple constituencies in Baton Rouge and the surrounding communities. The initial focus is on continuing to deepen relationships with existing donors and stakeholders while identifying and forging new partnerships. The goal is to develop programs that strengthen community engagement and cultivate sustainable relationships with diverse groups of people to accelerate progress on KKCM's mission.
- **Leverage** the amazing resources of the KKCM physical facility, learning zones, and programs to provide a quality visitor experience and promote repeat visits.
- **Build** the business model and the team that meet KKCM's ambitions and the communities' evolving needs and expectations. Achieve financial sustainability by designing and executing a business model that diversifies and grows the Museum's revenue while capitalizing on current funding success.

Candidate Profile

KKCM seeks a leader who is excited about engaging, educating and developing the full potential of all children. This individual understands and can communicate to others the transformative power of informal learning environments like children's museums. This individual has experience in leading and directing complex organizations. S/he will have demonstrated both strategic agility and the ability to execute plans to achieve quantified outcomes. Ideally this candidate has experience in guiding an organization with multiple stakeholder groups through a strategic planning process to develop both short-term and long-term goals for growth and sustainability.

S/he will bring strong financial and business management skills to KKCM. An understanding of business principles applied to a nonprofit organization, particularly a background of sustainable program growth, revenue enhancement and diversification, is required.

The ideal candidate will bring the following skills, professional experience and personal characteristics:

- **Passion** for organizational relationships and partnerships that translates into a successful record of fundraising from individuals, corporations and foundations.
- **Business development acumen** that focuses on developing and allocating resources in support of a strategic plan, setting quantified objectives, meeting or exceeding expectations, and running a fiscally sustainable organization. This person must demonstrate success in cultivating relationships with diverse constituents, including: individuals, corporations, foundations, other nonprofit organizations, government agencies, and local and regional educational institutions. This individual has created and led external relations strategies and outreach, resulting in broader interest, support and participation in the mission and outcomes of an organization. A proven track record in raising private contributions for operating funds and capital projects is highly desirable. S/he understands business principles applied to a nonprofit organization and has experience in the successful execution of plans by holding individuals accountable for achieving results.
- **Leader and coach** who understands effective design and implementation of staff management and organizational structures. Experience in hiring, coaching, collaborating, delegating, problem solving and goal setting within a multidisciplinary staff. Good listener, who invites input before acting decisively. Enjoys working in a collaborative environment. Demonstrates the ability to successfully manage people and operations while empowering subordinates, delegating to, motivating and mentoring the work force.
- **Champion** who is the primary spokesperson for KKCM and represents the organization in the community, maintaining and improving the Museum's presence and image in Baton Rouge and the region. S/he is characterized by a passion for addressing the gap in early education and can articulate the museum's impact on the early education environment in the Capital Region. The individual has exceptional interpersonal and communication skills, and knows how to build and maintain durable relationships with a wide array of constituents, donors and stakeholders.
- **Effective Governance** advocate who understands nonprofit governance and has the experience to support the Board's development as KKCM's strategic governing body. Experience framing issues for Board review, discussion, input and action. Advocates for the Board's development, evaluation and performance.
- **Skilled Communicator who is** media savvy. Experienced spokesperson who knows how to elevate a museum's mission, presence and brand locally, regionally, nationally and internationally. Enjoys public speaking opportunities with the media, policymakers and a broad range of constituents.

Qualifications

This individual will demonstrate a career path of progressive leadership experience in the education, nonprofit, corporate or government sectors. The successful candidate must be able to demonstrate the ability to operate effectively within a nonprofit governing environment. Museum leadership and management experience is strongly preferred.

This individual is results-oriented and will demonstrate success in operating a financially healthy and sustainable organization. This executive has experience building teams, structures and systems to support an organization's operating results. The successful candidate has experience building durable relationships with partners, donors, stakeholders and constituencies. The ideal candidate will have knowledge and experience of nonprofit fundraising strategies and practices.

As a key spokesperson for KKCM, this individual must have strong verbal and written communication skills. A bachelor's degree from an accredited four-year college or university is expected, a graduate degree is preferred.

To Apply

Applications and nominations are being accepted by Kittleman & Associates, LLC. To apply, please visit <https://www.kittlemansearch.com/news/current-searches/knock-knock-childrens-museum/>

For more information, please contact:

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