



The
Mark Twain
Boyhood Home
& Museum

120 N. Main St., Hannibal, MO 63401

The Mark Twain Home Foundation

Mission Statement: The mission of the Mark Twain Home Foundation is to promote awareness and appreciation of the life and works of Mark Twain and to demonstrate relevance of his stories and ideas to citizens of the world.

The Foundation operates five historic buildings, two museum buildings, three museum stores and related grounds. The Foundation offers special events and programs and coordinates the Tom & Becky Program.

CEO/Executive Director– Full-time, Salaried, Exempt \$50,000-75,000/year

We are currently seeking a CEO/Executive Director to oversee the operations of the Mark Twain Home Foundation. APPLICATIONS ACCEPTED UNTIL JULY 31, 2019.

Hours: Monday – Friday 8:00 a.m. to 5:00 p.m. with flexibility required for activities/presentations outside regular business hours.

Reports to: President of Board of Directors

Responsibilities:

Oversee Museum Operation

Responsible for overall museum operation

Oversight of entire staff

Maintain personnel records

Approval for hiring of any staff or personnel

Arbitrator of personnel conflicts

Confer with Personnel Committee on potential dismissal of any employee

Annual Budget

Prepare annual budget for Board approval with input from staff and Finance & Audit Committee

Monitor income and expenses to stay within budget guideline

Properties Management

Work with Maintenance Director to ensure maintenance and safety of properties
Maintain property and liability insurance
Oversee major capital projects
Museum security

Fundraising and Donations

Work with Fundraising Committee to coordinate efforts
Visible presence with fundraising efforts
Grant applications and grant oversight and reporting
Thank you letters and correspondence in timely fashion
End of year solicitation campaign
Annual report and solicitation

Board of Directors

Informing Board of any extraordinary situations
Prepare and distribute Board agenda and packets prior to meetings
Properly post meeting notices
Maintain minutes of Board meetings
Ex-officio member of all Board committees
Keeper of Documents for Board
Ensure Sunshine Law compliance
Liaison to Mark Twain Home Board, a City of Hannibal board
Annual registration with Missouri Secretary of State as non-profit

Spokesperson for Museum

Interviewee for press and media
Public lectures and programs
Fact checker
Liaison to City, State and Federal agencies and representatives
Promote the Museum to build interest and support

Qualifications:

- Preferably 5-7 years of management experience, a minimum of a bachelor's degree in business, marketing, communication or a related field
- Excellent management skills with the ability to prioritize, organize and manage multiple priorities/projects simultaneously
- Self-starter with strong problem-solving skills
- Ability to focus on revenue generating tasks and fundraising
- Ability to lead projects
- Ability to develop and manage budgets
- Strong human resource background
- Ability to work in a small, dynamic team environment
- Excellent computer skills
- Willingness and ability to work extended hours, nights and weekends as needed during special programs and events

How to Apply

To apply, submit your resume and cover letter to

Mike McKay, President
Mark Twain Home Foundation
120 North Main Street
Hannibal MO 63401

or search@marktwainmuseum.org

Information on the Mark Twain Museum can be found on our web site

www.marktwainmuseum.org

The Mark Twain Home Foundation is an Equal Opportunity Employer.