

**CAPE COD MUSEUM OF NATURAL HISTORY  
THORNTON W. BURGESS GREEN BRIAR NATURE CENTER  
& JAM KITCHEN**

**SEEKS A PRESIDENT/EXECUTIVE DIRECTOR**

The Cape Cod Museum of Natural History/Thornton W. Burgess Green Briar Nature Center & Jam Kitchen (MUSEUM) is a private not-for-profit MUSEUM located on two campuses, one in Brewster and the other in Sandwich, Barnstable County, Massachusetts (Cape Cod). The MUSEUM provides exhibits, aquaria, year-round educational programs for children and adults within the MUSEUM and the surrounding ecosystems.

**Position Summary**

The President/Executive Director serves as the chief executive officer of the MUSEUM, responsible for providing strategic leadership, operational oversight, and visionary direction in alignment with the MUSEUM's mission, values, and goals. This role requires a dynamic and collaborative leader with strong communication skills, successful management experience, and proven success in financial management and development.

**Key Responsibilities**

**Leadership & Strategic Planning**

- Articulates the mission and vision of the MUSEUM to a variety of audiences – Board, staff, volunteers, visitors, current and potential donors and the media.
- Attends Board of Trustees meetings and prepares monthly updates. Implements directives of the Board.
- Leads both short-term and long-term planning efforts to ensure the health and viability of the MUSEUM.
- Serves as the public face of the MUSEUM, building relationships with donors, members, community leaders, partner organizations, and the media.
- Ensures that all programs, exhibits, and operations reflect the MUSEUM's mission and values.

**Fundraising & Development**

- Serves as chief development officer of the MUSEUM—develops private and public sector fundraising initiatives; identifies and pursues grant funding; maintains strong relationships with current and prospective donors and corporate sponsors.
- Works to build the MUSEUM's endowment.
- Oversees advertising, marketing, and promotion.

**Financial Management**

- Prepares and manages the MUSEUM's annual budget in collaboration with the Board Treasurer and Finance Committee.
- Monitors financial performance, ensuring responsible stewardship of resources and compliance with applicable regulations.
- Identifies and pursues new revenue opportunities to support sustainability and growth.
- Maintains oversight of daily accounting in admissions and shops, monthly accounting, and annual audit.

- Supervises membership process and the annual appeal.
- Provides insurance oversight.

#### **Staff & Volunteer Management**

- Oversees the recruitment, training, and retention of staff.
- Supports professional development, performance evaluation, and team-building initiatives.
- Works with staff and Director of Volunteers to ensure that all staff and volunteers are properly trained in their areas of responsibility.
- Supervises Facilities Manager to ensure the integrity, cleanliness, safety and good order of the MUSEUM's facilities and to assure that building regulatory standards are met.
- Supervises department heads and key staff across diverse functions, including education, collections, exhibits, visitor services, marketing, development and facilities.
- Fosters a collaborative, inclusive, and respectful workplace culture.

#### **Operations & Administration**

- Ensure smooth daily operations, including building and grounds maintenance, visitor experience, and safety protocols.
- Maintains compliance with all legal, ethical, and professional MUSEUM standards.
- Oversees and keeps technology systems current for communications platforms, MUSEUM shops and administrative functions.
- Works with staff and Director of Volunteers to see that stations/jobs are adequately staffed during MUSEUM hours.
- Attends to administrative correspondence, solicitations, billing, expenditures and legal matters.
- Works to increase MUSEUM membership and attendance.

#### **Programs & Exhibits**

- Works with Program Committee and Chairman of trustees to stress and develop science- and natural-history related programming and exhibits to meet the needs and interests of Cape residents, schools, and summer visitors of all ages.
- Continues collaboration with the Biomimicry Institute to establish a steady stream of biomimicry-inspired ideas, innovations, and prototype products that can be featured as MUSEUM exhibits on a regular basis and integrated throughout the MUSEUM.
- Supports the development and implementation of engaging exhibits, educational programs, and special events.
- Promotes innovation and creativity in presenting natural history content to diverse audiences.
- Maintains and establishes relationships with organizations such as NASA, Marine Biological Laboratory (MBL), International Fund for Animal Welfare (IFAW), etc.

## **QUALIFICATIONS**

### **Required:**

- Bachelor's degree in museum studies, natural sciences, education, business administration, nonprofit management, or related field; advanced degree preferred.
- Minimum 5 years of senior management experience in a museum, nonprofit, or related organization.
- Proven success in grant writing, donor relations, and fundraising campaigns.
- Exceptional written and verbal communication skills.
- Demonstrated ability to lead and inspire a team with varied roles and expertise.
- Strong financial management skills, including budget development and oversight.

### **Preferred:**

- Knowledge of natural history or environmental education.
- Experience with community engagement and public relations.
- Familiarity with museum accreditation standards and best practices.
- Successful experience in a similar position.

## **COMPENSATION**

Salary range of \$105,000 to \$135,000 plus Benefits.

## **MORE INFORMATION.**

Please refer to the MUSEUM's websites for more information, including mission and identity, history, and current programs. Each campus of the MUSEUM has its own website and information as well as a link (top left-hand corner) to the other's website.

[www.ccmnh.org](http://www.ccmnh.org)

[www.thorntonburgess.org](http://www.thorntonburgess.org)

## **HOW TO APPLY**

Qualified applicants are encouraged to electronically submit a complete application package consisting of a cover letter outlining their suitability for the role, a resume, and contact information for three professional references. Applications should be submitted electronically to [bferris@ccmnh.org](mailto:bferris@ccmnh.org). Applications will be considered upon receipt through October 3, 2025.