

Operations Manager

Facilities & Oversight

- Manages 7,500 sq. ft. facility, ensuring regular equipment and exhibit maintenance to keep facility operating efficiently
- Manages the planning and oversees museum activities, lectures and events
- Manages information technology, security, and professional practices, including patron services, collections and exhibits
- Establishes and sets policies in line with the American Alliance of Museums

Financial

- Responsible for financial operations including banking, records management, and payroll
- Prepares monthly financial reports and annual tax/audit preparation in collaboration with the organization's bookkeeper/CPA
- Prepares financial reports for development and membership programs

Staff Support

- Manages training for and implementation of staff duties in their various roles and Responsibilities and provides institutional leadership
- Provides guidance and support for training and personal growth opportunities
- Writes staff performance evaluations on an annual basis

Board Relations

- Serves as primary point of contact between the Board and the staff
- Provides manager's report to Board at monthly meeting
- Presents monthly financial reports to Finance Committee and to Board
- Prepares board meeting agendas, coordinates board communications
- Ensures timely progress is made toward accomplishment of annual organizational goals set forth by the Board

Outreach and Development

- Represents the organization for member organizations including chambers of commerce and business development groups
- Interfaces regularly and builds solid relationships with Board members, donors, members and other key stakeholders
- Oversees donor cultivation data collection and reporting, and ensures a collaborative exchange of information between Development Consultant, Development Committee and other relevant staff to achieve development goals

Annual salary \$70,000. To apply, please send resume and cover letter to info@keysdiscovery.com by August 18, 2023.

The mission of the Florida Keys History & Discovery Center is to support a world-class history and discovery center that accurately reflects our Florida Keys in a multi-faceted and interactive environment. The vision of the Florida Keys History and Discovery Foundation is that residents and visitors alike have a thorough understanding and strong appreciation of the unique history and environment of the Florida Keys.