



Executive Director

Position Title: Executive Director
Employee Classification: Full-time Regular Exempt
Salary Range: \$70,000-\$85,000
Work Schedule: 40 Hours/week
Reports To: Board of Directors

MOUNTAIN TOP EXPLORIUM OVERVIEW

[Mountain Top Explorium](#) provides our youth an empowering environment where they can fully embrace their identity and gain all the skills they need to be leaders tomorrow. We accomplish this through our children's museum, and programs such as our summer day camp, after school program, school break, and Kids Night Out programs.

JOB SUMMARY

As the visionary leader of Mountain Top Explorium, the Executive Director defines the organization's operational tone and strategic direction. This role balances high-level strategic management and financial sustainability with daily, "hands-on" operational support. Responsibilities include long-term planning in partnership with the Board of Directors, ensuring fiscal health, and overseeing the management of all programs and personnel. A central priority is serving as the public face of the Explorium and the creation and implementation of a comprehensive fundraising plan to meet all programmatic goals. As a leader in a small non-profit, this position combines high level strategy with a "doer" mentality, occasionally serving as a museum attendant and directly facilitating programs when necessary.

POSITION RESPONSIBILITIES

Fundraising & Development

- Lead all fundraising efforts to secure \$150,000+ annually through diverse revenue streams.
- Directly manage individual donor relations, major gift solicitation, and donor recognition.
- Oversee grant management, including researching community funding opportunities and tracking applications.
- Lead event management for all organization-wide fundraisers and community support activities.

Strategic Leadership & Board Relations

- Collaborate with the Board of Directors on long-term strategic planning and organizational growth.
- Provide monthly financial documentation, including budget-to-actual reports, for Board review.
- Assist in identifying and recruiting new Board members and maintaining consistent communication across all committees.
- Propose and maintain the annual calendar of events, programs, and exhibits for Board approval.



Financial Management

- Develop and manage the annual organizational budget, ensuring all expenditures align with the fiscal plan.
- Supervise payroll submission and ensure all insurance policies (liability, workman's comp, etc.) remain current.
- Oversee the preparation of monthly paperwork for the bookkeeper and manage all financial claims.
- Work with staff to manage all monthly expenses and revenue targets.
- Maintain and monitor all organizational insurance policies, including Directors & Officers (D&O), comprehensive liability, and vehicle coverage, to ensure continuous protection and compliance.

Staff Management & Personnel

- Directly supervise and evaluate the leadership team providing mentorship and professional growth plans for all staff.
- Oversee the recruitment, hiring, and training of all staff to ensure compliance with federal and state employment laws.
- Ensure all programs—including the museum, camps, and STEM enrichment—adhere to Colorado State Rules & Regulations.

REQUIRED EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- Bachelor's degree in Non-Profit Management, Business Administration, Education, or a related field (Master's preferred).
- Minimum of 5–7 years of professional experience in a management role, preferably in a non-profit or educational setting.
- Demonstrated success leading comprehensive fundraising campaigns, including individual giving, event management and grant writing.
- Ability to pass a comprehensive background check and maintain state-mandated training requirements.

PREFERRED EXPERIENCE, LICENSE OR CERTIFICATIONS

- Spanish fluency (verbal and written)
- Proficiency in a variety of software applications including Google Workspace , Square, or other CRM oriented software.

SALARY

This position is an exempt position with a salary range of \$70,000-\$85,000 with 10 paid holidays and 120 hours of accrued paid vacation. Also included is a \$200 towards a MTE medical plan, \$50 cell phone stipend and additional perks such as discounts on outdoor gear and participation in all Explorium programs for any dependents.

APPLICATION PROCEDURES

Priority review will be given to applications submitted by April 3rd. Submissions received after this deadline will be evaluated based on the ongoing needs of the search. To formally apply, please email resume and cover letter to EDSearch@MountainTopBreck.org.

ACKNOWLEDGEMENT



This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTCM's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The MTCM is an "at will" employer, and MTCM employees may be separated from MTCM employment at any time and at the discretion of management.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Mountain Top Explorium is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, pregnancy, or any other applicable status protected by state or local law. Mountain Top Explorium will consider providing reasonable workplace accommodations if needed.