



Executive Director

Position Profile

Introduction to Muse Machine

Muse Machine envisions schools transformed by the arts, where teachers of all disciplines build student confidence through arts-based activities.

In a typical year, this arts organization based in Dayton, Ohio serves 76,800 students and 600 teachers across 15 counties in southwestern Ohio, and parts of Indiana and Kentucky. By training them to bring the arts into their classrooms, Muse Machine equips educators to inspire their students. These young people begin lifelong creative journeys—as learners, audience members, patrons, and artists themselves.



Founded in 1982, Muse Machine cultivates, celebrates, and challenges teachers with year-round opportunities for professional development. At “Muse for Educators” seminars throughout the school year, teachers hear from extraordinary thinkers, artists, and educators. The annual four-day Summer Institute builds an inclusive, collaborative learning community that fortifies teachers with resources and support. And, at the six-day Advanced Teacher Training Seminar in New York City, teachers not only experience world-class visual and performing arts, but meet the artists and professionals who make it all happen.



Muse Machine has one mission: to change the lives of young people through the arts. When educators are uplifted and empowered through encounters with artists, they pass that enthusiasm for learning on to their students. Through the alchemical combination of arts and education, Muse Machine fosters successful students and flourishing communities.

The Opportunity

The Executive Director of Muse Machine has an extraordinary opportunity to impact young lives. For nearly 40 years, the organization has inspired teachers to integrate arts and education and paved the way for student achievement. Muse Machine has earned a stellar reputation locally, regionally, and the respect of organizations nationally. The incoming Executive Director will build on this foundation and ensure that Muse Machine continues to thrive.

The incoming Executive Director will listen and respond to the needs of Muse Machine’s constituents, integrating their feedback to touch the lives of even more teachers, students, and families. They believe in Muse Machine’s programs and will strive to make them accessible to youth of all ages, backgrounds, and abilities. They will cultivate existing relationships with donors, grantors, partner





organizations, and alumni, with the goal of expanding the organization's reach and increasing program participation.

The new Executive Director will join a community of collaborators, all dedicated to the mission of Muse Machine. The organization is supported by enthusiastic board members, staff, and volunteers, and the Executive Director will channel that input and know-how into innovative programming. They will have access to Muse Machine's previous leaders, whom they can call upon for guidance. And the Executive Director will have the chance to build a team, equipped with the skills and strengths to bring their vision to life.

There is no limit to what Muse Machine's robust programming can achieve: not only for teachers and their students, but for their families and communities. By fostering creativity in classrooms throughout the region, the incoming Executive Director will impact countless lives and affect exponential change.

About the Position

Key Position Functions

Strategic Vision and Mission

- Lead strategic planning that can successfully fulfill Muse Machine's mission into the future.
- Establish, monitor, and report on metrics that measure organizational performance; include metrics in evaluation, strategy, and planning to fulfill the organization's mission.
- Enhance Muse Machine's brand and image by being active and visible in the community, and by working closely with other professional, civic, and private organizations.

Operation Planning and Management

- Develop an operational plan that advances and fulfills the three-year strategic plan goals and objectives
- Ensure the operation of Muse Machine meets the expectations of its stakeholders, including the board and funders.
- Oversee the efficient and effective day-to-day operation of Muse Machine.
- Ensure relevant and up-to-date policies; draft for the board's approval and prepare procedures to implement organizational policies. Ensures that process and systems are documented.

Board Governance and Relations

- Act as a professional advisor to the board of trustees on strategic initiatives/activities of the organization's activities.
- Identify, assess, and inform the board of internal and external issues that affect the organization and enable them to make informed decisions.
- Foster effective understanding and respect for board, staff, and volunteer roles.
- Along with the chair of the board, act as the primary spokesperson for Muse Machine.
- In coordination with the board chair, key staff, and committee leaders, provide guidance to the board by setting meeting agendas and contributing to supporting materials.

Program Planning and Management

- Oversee the planning, implementation, and evaluation of the Muse Machine's programs, projects, and services. Implement robust programs that deliver on the mission to change the lives of young people and teachers through the arts.



- Ensure programs are designed, evaluated, validated, and refined based on metrics, research, and proven education strategies and practices; ensure programs tie to the strategic plan.
- Ensure the programs and services offered by Muse Machine contribute to the organization's mission and reflect the policies and priorities of the board, sound educational research, and best practices in the arts and education.
- Monitor the delivery of organizational programs and services to maintain or improve quality.

Fundraising

- Work with the board to secure national, state, and local funding for Muse Machine.
- Research funding sources and oversee the development of fundraising plans and funding proposals.
- Nurture and steward donors and grantors, as appropriate.
- Participate in fundraising activities, as appropriate.

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of human resources policies, procedures, and practices, including the development of job descriptions for all staff.
- Recruit staff members with the relevant professional backgrounds, technical skills, and personal abilities to further Muse Machine's mission.
- Ensure all staff receive an orientation to the organization, a 90-day onboarding plan, and appropriate training as needed.
- Implement a performance management process for all staff and conduct annual performance reviews. Coach and mentor staff as appropriate to improve performance.
- Establish a positive, healthy, and safe work environment.

Financial and Risk Management

- Ensure student safety and adherence to appropriate standards and laws to protect students.
- Work with staff and the board (finance and investment committees) to ensure the fiscal integrity of Muse Machine, including submission of a proposed annual budget, accurate monthly financial statements, and comprehensive regular reports on revenues and expenditures.
- Follow sound bookkeeping and accounting procedures and monitor the monthly cash flow.
- Ensure Muse Machine complies with applicable laws and regulations, including employment laws and FASB accounting standards and regulations.
- Identify and evaluate the risks to the organization's people (clients, staff, management, and volunteers), property, finances, goodwill, and image, and implement measures to control risks.
- Ensure adequate corporate, medical, and cyber insurance coverage for the board and the organization.

Community Relations and Advocacy

- Review all development, marketing, and communication plans and materials.
- Represent Muse Machine at community functions to enhance the organization's profile.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the communities Muse Machine serves.
- Establish good working relationships and collaborative arrangements with community groups, funders, legislators, and other organizations to achieve the goals of the organization. Ensure appropriate representation at events.
- Actively support and communicate with legislators regarding the organization's public funding and the value of government support of the arts.



Position Competencies and Expertise

- Visionary
- Innovation Management
- Approachability
- Pedagogical Fluency
- Client Focus
- Embrace Diversity
- Integrity, Ethics, & Transparency
- Strategic Agility & Decision-making
- Managerial Courage
- Communication Skills (verbal, written, listening)
- Humor
- Networking
- Consensus Builder
- Builds Effective Teams
- Business & Political Savvy
- Advocacy
- Fundraising
- Mission-driven technical competencies
 - Grant-writing and Management
 - Programming and Education
 - Training & Evaluation
 - Metrics/data driven decisions

Qualification Requirements

Required

- BA/BS in education, arts education, nonprofit management, or a relevant field of study or equivalent experience.
- Progressively responsible management experience in an education or a nonprofit organization with responsibility for successful program development and evaluation. Demonstrated success of moving the organization to higher levels of impact and reach in the community.

Desired

- Fundraising experience; experience with board governance, strategic planning, experience with process management and organizational development.
- Graduate level degree in related field.

About the Miami Valley Region

Ohio's Miami Valley region is full of rich history and natural beauty. Its largest cities include Dayton, Springfield, Troy, Yellow Springs, and Kettering.

Miami Valley's past is steeped in industry and innovation. Home to the Wright Brothers, the legacy of aviation research continues at Wright-Patterson Air Force Base, the largest single-site employer in the state of Ohio. A pioneering spirit sustains the area, which gave rise to innovations that we take for granted today, such as the electric automobile starter, cash register, and the LCD display.

The Great Miami River, a tributary of the Ohio River, is the heart of the region. Hikers, cyclists, and outdoorspeople will enjoy plenty of parks, trails, and reserves in their spare time. The region boasts the nation's largest network of paved, off-street trails—over 340 miles—that keep residents active, healthy, and connected.

Over 150 arts and cultural organizations call the Miami Valley home including the Dayton Contemporary Dance Company, The Human Race Theatre, Dayton Performing Arts Alliance (Philharmonic, Ballet, and



Opera), Stivers School for the Arts, Dayton Art Institute, Miami Valley Symphony, Benjamin & Marian Schuster Performing Arts Center, The Contemporary Dayton, and the Victoria Theatre. The arts contribute more than \$200 million to the local economy annually. And, Miami Valley residents can savor all the region has to offer, while enjoying a cost of living below the national average.

Application Process

Benefactor Group is pleased to be assisting Muse Machine with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please send a cover letter and resume to:

Benefactor Group Recruitment Team

HR@benefactorgroup.com

<http://www.benefactorgroup.com>

To learn more about Muse Machine, visit: <https://musemachine.com>.

Muse Machine is dedicated to being an Equal Opportunity Employer. Muse Machine is committed to hiring and developing the best people available based on job-related qualifications and a desire to reflect the diversity of the community we serve. Recruiting and hiring procedures, as well as all aspects of employment, are free of discrimination based on sex, gender, race, color, cultural heritage, national origin, religion, sexual orientation, age or disability, military status, genetic information, or other protected characteristics in accordance with applicable law.