



**Position Guide**

**President & CEO**

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





**POSITION:** President & CEO  
**REPORTS TO:** Board of Directors  
**LOCATION:** Naperville, Illinois (Chicagoland)

#### **MISSION**

DuPage Children's Museum ignites the potential of all children to learn through hands-on exploration by integrating art, math, and science.

#### **VISION**

A world where there is time and place for all children to reach their full, unique learning potential through hands-on play.

#### **CORE BELIEFS**

Respect for all children and their ability to learn.  
The power of play as a basis for constructing knowledge.  
The importance of the child-adult learning partnership.

#### **INCLUSION STATEMENT**

DuPage Children's Museum (DCM) believes that our strength lies in diversity among the broad range of people that we serve. DCM respects, values, and celebrates the unique attributes, characteristics, and perspectives that make each person who they are. DCM is committed to providing a safe, accepting environment with unique learning opportunities for all children and families who visit the Museum.

#### **ABOUT DUPAGE CHILDREN'S MUSEUM**

In 1987, Louise Beem and Dorothy Carpenter, both early childhood educators, decided to develop a mobile museum to provide hands-on experiences focusing on math, science and the arts grounded in constructivist learning for children in the Chicagoland area. Over 30 years later, the DuPage Children's Museum has become a national force for early learning, welcoming over 300,000 visitors annually, engaging in quality research and advancing the professional development of educators across Illinois and the country.

Located in Naperville, Illinois, a western suburb of Chicago, DCM offers three floors of world-class exhibits, innovative in-house and off-site school programs, a regional community access network, inspiring events and a prestigious research collaborative. DCM's permanent exhibits include: AWESome Energy; Build It; Creativity Connections;

Math Connections; Make It Move; The Studio; Young Explorers; and, Good Show! Gallery. DCM is committed to developing original exhibits to encourage self-directed exploration, understanding that there is no one way to play. Each exhibit is designed to be open-ended with multiple outcomes. DCM has carefully chosen to limit exhibit subject matter to science, art, math, and where they intersect because they are process oriented, relate to everyday life, and naturally interest children.

In addition to the permanent exhibits, DCM has also engaged several traveling exhibits, including *Dream with DaVinci*, for which the Museum was the first host for an exhibit designed by the Curious Kids' Museum in Michigan. Currently, the Museum is featuring *Daniel Tiger's Neighborhood: A Grr-ific Exhibit* which brings to life the themes presented in the award-winning PBS Kids television series created by the Fred Rogers Company following the adventures of 4-year-old Daniel Tiger and his friends.

DCM provides robust programming for school-age children to understand science and math concepts through hands-on process learning. DCM serves 30,000 students and 2,900 educators through its Early Learning and School Programs each year. Additionally, DCM engages with over 1,500 high-risk children in free Play to Learn programs that support and strengthen child-adult learning partnerships.

The Museum has over 8,400-member families, over 1,900 of which are Family Access Memberships, provided to qualifying families at a discount or free of charge. DCM employs nearly 100 full- or part-time staff. In addition, 595 volunteers contributed 15,000 hours of service to the Museum in 2017-18. The Museum operates on a \$4 million annual budget and is governed by a 20-member Board of Directors.

## **THE OPPORTUNITY**

DuPage Children's Museum has positioned itself as a premier children's museum in the Midwest, offering a unique setting in which self-directed play and exploration are at the core of its mission. The past decade has been marked by strong achievement across the organization in many areas, including new exhibits and a strengthening of its core business and financials as well as its community partnerships.

Over the next several years, the President of DCM will have the opportunity to vastly improve the overall scope and impact of the Museum in the Chicagoland market and further its reputation in the broader national community of early childhood learning. Importantly, the President will have the opportunity to reimagine the museum, helping to craft the vision and the offerings of the Museum for a new era of visitors.

The President & CEO of DCM will have the opportunity to work with and further develop a strong community Board and committed donors to outline a vision for DCM that is respectful of its past and founding principles while also recognizing the trends and needs of children and students in the future. This will include leveraging new resources in the community, creating new partnerships and developing the core leadership within the Museum to achieve ambitious goals.

DCM is at a critical time in its history. Having achieved great success while managing through past challenges, the institution is poised to step forward in the community by providing new and innovative ways to engage the next generation of children in its programming.

## **POSITION SUMMARY**

The President & CEO has overall responsibility for maintaining and enhancing the positive and respected internal and external constituencies of DuPage Children's Museum, serving as DCM's principal representative to key external stakeholders. The President & CEO provides the strategic vision for the future of the Museum, engages in sound fiscal activities to ensure growth, and expands the organization's donors, relationships, partnerships and networks.

The President & CEO is accountable to the Board of Directors for achieving the mission of DCM through the overall leadership of the organization in pursuit of its ambitious goals. S/he reports to the Chairman of the Board of Directors and works collaboratively with the Board to achieve the Museum's goals.

The President & CEO provides leadership and direction to the senior staff in formulating the overall strategic and tactical management of key departments to ensure program growth, quality processes and sustainable infrastructure to meet the goals and mission of the Museum. S/he maintains overall responsibility for delivering a quality visitor experience that provides interactive and innovative math, science, and arts exhibits and educational programs that are financially sustainable through marketing and fundraising initiatives. The President & CEO is also responsible for sound business and financial practices.

## **CANDIDATE PROFILE**

We seek an innovative and visionary leader who demonstrates a passion for engaging others in a lifelong learning agenda. The ideal candidate is a proven leader who has a passion for early childhood education and understands the impact of interactive, informal learning environments, which may include children's museums, science centers, and/or other innovative, free-choice learning centers. The ideal candidate has extensive experience and success leading high performance teams that deliver financially sustainable results.

A passion for early education programming is critical; experience in a setting like the Museum is helpful but not required. Understanding of an experience developing creative learning capacity is a must. A business-principled approach demonstrating a successful track record of astute financial and operations oversight, data-driven decision-making, and delegation is expected. The President & CEO is an advocate for informal education and skilled in creating and sustaining strategic partnerships with other organizations, locally and nationally.

As the key spokesperson for DCM, the President & CEO will be a dynamic, energetic communicator who can influence others to action, be they board members, donors, elected officials, corporate executives or other supporters. The ideal candidate will show evidence of successful fundraising leadership that includes the acquisition of major gifts and grants from foundations, corporations, individuals and the public sector at the local, state and national level. Experience working in an organization that values and sustains strong community partnerships in both public and private sectors and a high level of community engagement and impact are essential.

Experience managing and overseeing long-term projects and initiatives is advantageous. High integrity and sound judgment are essential to success in this role. This person must demonstrate consistent success in selecting highly-qualified staff and developing a cohesive team of professionals. A management approach that is described as accessible, inclusive, collaborative and empowering must be demonstrated and balanced by results-oriented accountability. A keen understanding of what it takes to develop and promote highly-effective, customer-centric services and attitudes among all staff, i.e. enhancing the visitor experience, is a must. A strong desire to build and support volunteer resources is highly valued.

A bachelor's degree from an accredited four-year college or university is required. A master's degree is preferred.

Applications and nominations are being received by Kittleman & Associates, LLC. To apply, please submit a current resume and letter of interest to <https://ww2.kittlemansearch.com/Jobs>

For more information about DuPage Children's Museum, please visit [www.dupagechildrens.org](http://www.dupagechildrens.org).

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### **About Naperville and the Local Area**

Recognized nationally and internationally as one of the top communities in which to settle down, raise a family and retire, Naperville has made headlines for its outstanding quality of life. The picturesque, quaint city combines the values and charm of small-town life with the vibrancy and boldness of a modern, thriving economic powerhouse in the western suburbs of the Chicago area.

Naperville has been named to Money magazine's prestigious "Best Places to Live" list seven times since 2004, ranking No.10 on the 2016 list, and was named the best place for early retirement by Kiplinger in 2013. In 2017, Naperville came in No. 2 in Niche.com's Best Cities to Live In rankings. Naperville was also rated the safest city in America in 2017 by both Niche.com and Homes.com.

Located approximately 30 miles west of Chicago, the community (population 148,000) boasts a AAA bond rating, a diverse workforce and a wide range of housing options, as well as an award-winning park district and the number one ranked public library of its size for the last 10 years. Naperville is home to two nationally recognized public school systems and a number of highly rated private schools. Average scores on standardized tests, such as the Illinois Standard Achievement Test (ISAT) Program and ACT and SAT college entrance examinations, consistently rate among the highest in the state and in the nation. Additionally, graduation rates far exceed state and national averages. North Central College has been an integral part of the Naperville community for more than 125 years. A number of other higher education institutions have primary or satellite facilities in and around Naperville providing residents an opportunity to advance their learning.