

Organization

The Bruce Museum (the Bruce) is a community-based, world-class institution accredited by the American Alliance of Museums that offers a changing array of exceptional exhibitions and educational programs to promote the understanding and appreciation of art, science, and the intersections between the two disciplines. Now considered ahead of its time for taking this multidisciplinary approach over a century ago, the Bruce is at the heart of contemporary efforts to bring together art, science, technology, and creativity to generate moments of discovery and dialogue.

The first exhibition at the Bruce took place in 1912 and featured works by local artists known as the Greenwich Society of Artists, several of whom were members of the Cos Cob Art Colony. Their works formed the nucleus of the Bruce's art holdings and continue to be a strength of the collection, which has expanded to focus on global art from 1850 to the present. Other strengths include Ancient Chinese sculpture, Native American Art, the Hudson River School, modernist works on paper, and photography. Parallel development of the natural sciences includes strengths in the mineral and avian collections. In all, the community, through its generosity, has built the Bruce's varied collections of art and natural science to over 30,000 objects.

In 2020, the Bruce embarked on a project to construct a new building. This expansion doubled the Bruce's size and tripled its exhibition spaces. The facility opened April 2, 2023, featuring state-of-the-art exhibition, education, and community spaces, including a changing gallery for art and five new permanent galleries in the William L. Richter Art Wing, a changing gallery for science, a permanent science exhibition titled "Natural Cycles Shape Our Land," three classrooms in the Cohen Education Wing, a café, an auditorium, and grand hall. When the outdoor spaces are completed in the summer of 2024, the Bruce campus will feature a sculpture-lined, landscaped walking path and inviting spaces for relaxation and contemplation—natural enhancements to Bruce Park and an anchoring connection to Greenwich Avenue.



The Bruce is governed by a 36-member board of trustees led by Co-Chairs Bill Deutsch and Simone McEntire, and Robert Wolterstorff is The Susan E. Lynch Executive Director and CEO. There are 50 full-time and 13 part-time staff members. The total operating revenue in fiscal 2023 was approximately \$6.8 million, including \$2.7 million from contributions, grants, and special events, and \$180,526 from admissions and programs. \$3.9 million in additional revenues includes investment income, funding from the Town of Greenwich, and museum memberships. The operating budget in FY 2024, the first year in the new building, is \$9.6 million.

Community

Known as the "Gateway to New England," Greenwich, Connecticut, is a 50-square mile coastal town in Fairfield County on Long Island Sound. Greenwich is the largest town on Connecticut's 'Gold Coast,' named for the prosperity of its inhabitants, many of whom work for hedge funds and financial service companies. Established in the 17th Century, Greenwich was a farming community that was transformed by the arrival of the railroad, which brought new industry and immigrants to the area. The town also developed as a resort for New Yorkers who wished to escape city life, as New York City is 35 miles and a short train ride away. Greenwich has 32 miles of shoreline, 4,000 acres of parkland, more than 150 miles of trails for horseback riding, and four beaches on Long Island Sound where visitors can enjoy swimming, boating, fishing, or relaxing on the sand.

During the pandemic, Greenwich saw record growth with an influx of New Yorkers relocating to the community. Close proximity to major highways and four train stations makes Greenwich a very commutable town. Fairfield County has the fastest-growing population of any county in Connecticut and is the second-most diverse. The total

population of Greenwich is 63,518. A significant and growing Spanish-speaking population that lives near the Bruce. According to the 2020 U.S. Census, 16.4% of the Fairfield County population are native Spanish speakers. Greenwich has one of the strongest public-school systems in Connecticut. There are 11 elementary schools, three junior high schools, and one senior high school, along with several private schools. Local festivals and annual events provide a range of activities for residents and tourists, making Greenwich a vibrant community for residents and tourists.

Sources: greenwichct.gov; greenwichhistory.org; neilsberg.com; ctvisit.com

Position Summary

The Chief Operating Officer (COO), in partnership with the Executive Director and CEO, will serve as a co-leader and the primary administrative, operational, and facility leader of the newly revitalized The Bruce Museum. An engaged leader, the COO will be committed to organizational excellence and possess a deep appreciation for the changing museum field, community engagement, and high-quality visitor experiences. The COO will be the primary liaison to the Town of Greenwich and will serve as a key advocate for the Bruce's needs in seeking maintenance support, operational funding, and capital funding from the Town in partnership with the Executive Director and CEO. The COO will provide leadership and clear direction to guide the strategic direction of the Bruce with direct responsibility for key operations and facilities projects. Reporting to the Board of Trustees, the COO will oversee, direct, and manage Finance, Facilities, Museum Store, Café, Security, IT Systems, Human Resources, and Communications (Public Relations, Marketing, Social and Digital Media). The COO will also collaborate closely with the Executive Director and CEO's direct reports, including Exhibitions, Art and Science Curatorial, Audience Engagement, and Development to ensure the success of the operational goals of the Bruce.

Roles and Responsibilities

Strategic Direction and Implementation

- Serve as a partner and thought leader to the Executive Director and CEO, supporting their vision of the strategic plan in collaboration with senior leadership, and developing clear short- and long-term work plans that balance strategic objectives and financial outcomes.
- Oversee work plan implementation through day-to-day operations, managing direct report departments and leveraging cross-departmental work teams.
- Strengthen museum-wide department management through effective and transparent communication.
- Cultivate strategic partnerships and expand activities to build financial resilience for ongoing programs and operations.
- Ensure the implementation of the strategic plan, working with the Executive Director and CEO, Board of Trustees, staff, and community stakeholders to attain the vision to drive significant growth, financial success, and community partnership opportunities.
- Embrace other strategic direction and implementation responsibilities as needed.

Financial and Organizational Resiliency

- Provide oversight for all financial operations, including the preparation of the annual operating budget in collaboration with the Chief Financial Officer and the Finance Committee with regular updates on financial operations to ensure the most effective use of financial, human, and technological resources.
- Provide concise, relevant, and timely information to the Board of Trustees so that they can fulfill their policy-setting and community ambassadorship responsibilities.
- Cultivate a visitor-centered operational plan to support the annual earned revenue goals and build financial resilience for ongoing programs and operations.
- Oversee and support the growth of the earned revenue aspects of the Bruce's operations, including the Bruce Store, Café, and admissions, to meet revenue goals, DEI commitments, and museum values.
- Manage Human Resource, ensuring that the necessary organizational staffing structure, policies, systems controls, and procedures are in place and regularly reviewed for effectiveness.
- Inspire, mentor, evaluate, and guide a high-performing team that supports a culture of inclusion, growth, and continuous improvement in alignment with the Bruce's values.
- Advocate for digital innovation and strengthen the IT and financial infrastructure of the Bruce and capabilities to ensure effective and efficient operations.

- Embrace other financial and organizational resiliency responsibilities as needed.

Community and Stakeholder Engagement

- Develop an active community presence and build strong, positive relationships with Town officials, civic leaders, and residents to foster opportunities for ongoing support, new initiatives, and partnerships within the Town of Greenwich.
- Oversee Communications (Public Relations, Marketing, Social and Digital Media) in developing and executing a comprehensive plan that will engage the community, define the brand proposition, build trust, enhance reputation, and deepen loyalty.
- Deepen and refine all aspects of communication to support and strengthen the Bruce's brand and visibility.
- Embrace other community and stakeholder engagement responsibilities as needed.

Traits and Characteristics

The COO will be a collaborative and people-oriented professional who is receptive to new ideas and innovative approaches while respecting the investment of human and fiscal resources. Proficient in setting, pursuing, and achieving goals in a timely manner, the COO will be driven to support others while ensuring that organizational goals are met. They will be a results-oriented relationship builder who maintains an engaged professional profile. They will value community commitments and work internally and externally to ensure they are met. Highly versatile, the COO will be a change agent who understands and can successfully manage the challenges associated with organizations that have undergone major change, either positive or negative. They will have the ability to move from dialogue to timely decision-making and action.

Other key competencies include:

- **Time, Priority, and Project Management** – The ability to prioritize and complete tasks and to oversee all resources and people to achieve desired results within allotted time frames.
- **Planning and Organizing** – The capacity to set and prioritize relevant, realistic, and attainable goals and objectives; to anticipate effects, outcomes, and risks; and to manage resources according to set priorities.
- **Leadership and Diplomacy** – The tenacity to organize and motivate others to set, pursue, and accomplish goals regardless of obstacles, with the capacity to tactfully handle difficult situations, and treat others fairly, regardless of differences, while maintaining positive relationships.
- **Personal and Professional Accountability** – The authenticity to self-evaluate, take responsibility for personal actions and decisions, accept setbacks, look for ways to progress, and understand how obstacles impact results.
- **Flexibility** – The ingenuity to respond promptly to shifts in direction, priorities, and schedules while maintaining productivity during transitions.

Experience and Qualifications

A master's degree or equivalent experience with at least ten years of senior management experience or progressive executive leadership in a museum or related nonprofit organization is highly desirable. MBA preferred. A proven track record with financial leadership, budget oversight, promoting innovative use of systems technology, and supervisory experience of diverse teams is essential. The ideal candidate will possess skill, passion, creativity, and an appreciation for art, science, natural history, exhibitions, educational programming, and community partnerships. A demonstrable commitment to the importance of equity, diversity, and inclusion is necessary. As a place-based institution, the position will have a hybrid work schedule available in accordance with museum policy.

Compensation and Benefits

Compensation is anticipated to be in the range of \$200,000 to \$225,000. Employee benefits include group health and life insurance, HSA account, vacation time, and a 401k plan. Relocation assistance is available.

Application and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments, please click [here](#) or visit artsconsulting.com/opensearches. For questions or general inquiries about this job opportunity, please contact:

Wyona Lynch-McWhite, Senior Vice President
Josyanne Roche, Vice President



292 Newbury Street, Suite 315
Boston, MA 02115-2801

Tel (888) 234.4236 Ext. 225 (Lynch-McWhite) or Ext. 240 (Roche)

Email TheBruce@ArtsConsulting.com

The Bruce Museum is governed and administered in a manner welcoming to all who promote its Mission and Vision. In all dealings, the Bruce shall not discriminate against any individual or group for reasons of race, color, religion, sex gender identity, gender expression, age, ethnicity, national origin, marital status, sexual orientation, economic status, disability, or any category protected by state or federal law.

The Bruce is dedicated to advocating for increased diversity, equity, and inclusion in all its activities including, but not limited to, staff, partners, volunteers, subcontractors, vendors, members and exhibitions.