



International Museum of Spiritual Investigations

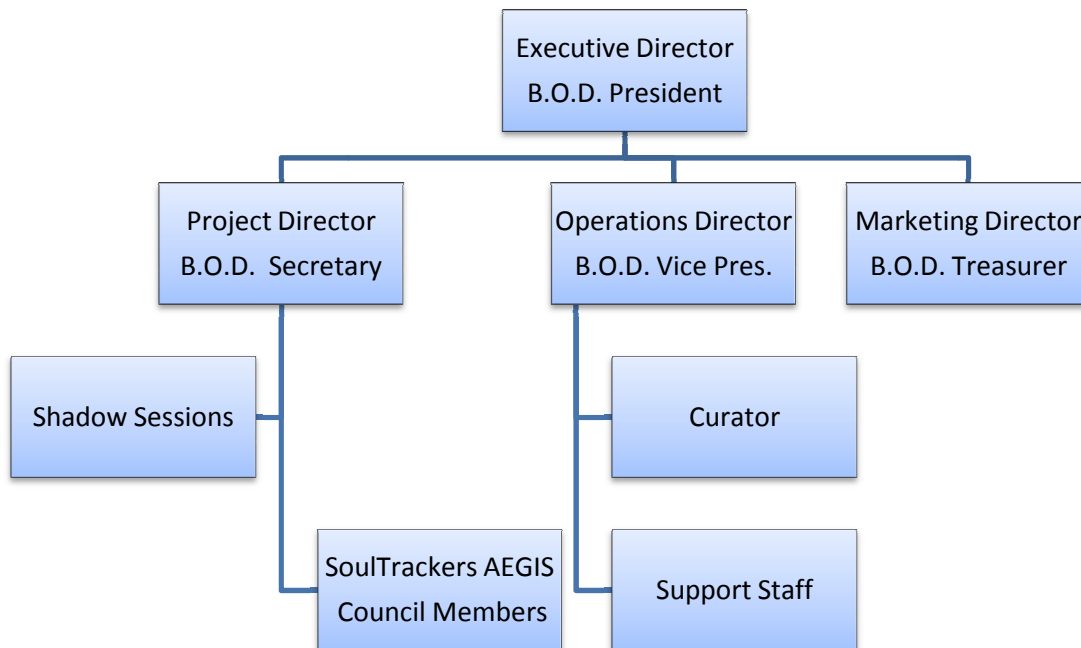
231 Baltimore St.

Gettysburg, PA 17325

717-549-3693

www.museumofspirits.com

Organization Structure



Jonathan Williams, Executive Director / President - The Executive Director is hired by the board of directors. Responsibilities include, but are not limited to:

- Advise the board and carry out tasks assigned by the board.
- Oversee daily operations, project planning, and special events, working closely with each program coordinator.
- Personnel management (recruitment, hiring, training, evaluation and termination of staff).
- Together with the Operations Director, develop and manage the annual budget for board approval including necessary revisions.
- Program development.
- Supervision of all staff.
- Develop network of support within the community.
- Develop and implement outreach program.

Brandy Cecil, Operations Director - The Operations Director is hired by the Executive Director. Responsibilities include, but are not limited to:

- Advise the board and carry out tasks assigned by the board.
- Assist in personnel management.

- Development of administrative standards and procedures related to personnel and staff development.
- Supervision of support staff.
- Serve as liaison between staff and board members.
- Coordinate with the Executive Director and the board to oversee activities including grant applications, management of grants, special projects, and fiscal management.
- Together with the Executive Director, develop and manage the annual budget for board approval including necessary revisions.
- Oversee the preparation of the annual report of activities as well as fiscal reports.
- Manage network finances and reporting, including museum store.
- Coordinate work on annual audits.
- Define priorities for all supervised staff.
- Inventory management of all supplies.

Chris Williams, Marketing Director – The Marketing Director is hired by the Executive Director. Responsibilities include, but are not limited to:

- Advise the board and carry out tasks assigned by the board.
- All marketing activities including establish the marketing budget with the executive director; create and implement marketing plan; develop marketing materials; advertising placement; develop direct mail plan.
- Membership management including establish and maintain member and prospective member databases; produce renewal notices; special member mailings.
- Publication and distribution of the quarterly newsletter.
- Website maintenance.
- Direct fundraising activities.
- Coordinate volunteers.
- Coordinate solicitation of corporate and in-kind donations.
- Measure effectiveness of marketing activities (program tracking).

Christina Barnett, Project Director - The Project Director is hired by the Executive Director. Responsibilities include, but are not limited to:

- Advise the board and carry out tasks assigned by the board.
- Oversee daily AEGIS operations, planning, and special events, working closely with each director.
- Project personnel management (recruitment, hiring, training, evaluation and termination of staff).
- Together with the directors, develop and manage the annual budget for board approval including necessary revisions.
- Program / Project development.
- Supervision of AEGIS Council.
- Develop network of support within the arts community.
- Develop and implement outreach programs.

Susan Williams, Curator – The Curator is hired by the Operations Director. Responsibilities include, but are not limited to:

- Maintains exhibit and museum operations with Operations and Executive Directors.
- Maintains educational and outreach programs like tours, workshops, and lectures.
- Organizing the museum's guide book with Operations & Marketing Director.
- In charge of soliciting for monetary and evidence donations with the Project Director.