

**THE SAN FRANCISCO MARITIME NATIONAL PARK ASSOCIATION**  
**(San Francisco, California)**

**TITLE: Chief Executive Officer**

**THE OPPORTUNITY:**

The San Francisco Maritime National Park Association (the “Association”), a non-profit now into its seventh decade of operation, is seeking an enthusiastic Chief Executive Officer who will lead and direct the organization, and who will welcome the opportunity and challenge to actively participate in a stimulating assessment and selection of its future direction and strategic plans.

**ABOUT THE SAN FRANCISCO MARITIME NATIONAL PARK ASSOCIATION:**

The mission of the Association is to bring maritime history to life, through education and preservation. The Association has deep roots in San Francisco and has contributed much to the appreciation of the important role that the maritime world has played in the history and development of the Bay Area. Established in 1950 as the San Francisco Maritime Museum Association by a group of prominent civic leaders and private citizens, the Association is today the principal cooperating partner to the National Park Service’s unique San Francisco Maritime National Historical Park (the “Maritime Park”).

Apart from its close relationship with the Maritime Park, the Association is also solely responsible for the stewardship and preservation of the National Historic Landmark WWII submarine, the USS *Pampanito*, berthed at Pier 45 in San Francisco. This meticulously restored boat serves as a museum and a public memorial to those who have served in the U. S. Navy’s “silent service.”

In its current roles, the Association conducts maritime educational programs for thousands of school-age youth from all over Northern California. It also works closely with the Maritime Park to achieve its preservation and interpretation objectives, by providing financial support, increasing public awareness and developing membership programs and events. Employing a staff of just under 50 people, the Association operates with an annual budget of about \$2 million.

**RESPONSIBILITIES:**

Under the strategies and policies set by the Association’s Board of Trustees, the Chief Executive Officer provides overall leadership and operational direction to the entire organization.

Primary responsibilities include, but are not limited to:

- Providing leadership and oversight to all functions of the Association, including program development, financial management, community

and member relations, development, human resources, and organizational strategy.

- Facilitating and participating in strategic planning with the support and participation of the Board of Trustees and senior Maritime Park staff.
- Ensuring the Association is operated on a sound financial basis. Overseeing the annual budgeting process and providing supervision so that programs and operations are administered and managed within budgets, and so that cash flows are maintained at levels sufficient to support all activities and obligations.
- Playing a major role in fundraising, pursuing an agenda of donor outreach and exceptional donor relations to increase the Association's financial resources.
- Serving as key spokesperson and advocate for the Association, maintaining positive, ongoing relations with the Maritime Park, the Port of San Francisco, the public, the members of the Association and other maritime-related organizations.
- Maintaining sound personnel practices in accordance with Association policies and federal, state and local law. Attracting and retaining qualified staff, while seeking opportunities for staff development and individual growth
- Encouraging an engaged and active Board of Trustees to support the work of the Association. Providing adequate and timely information to the Board to effectively support and assist its oversight role. Assisting in the identification, recruitment and retention of qualified and mission-focused Trustees.

**QUALIFICATIONS:**

An advanced degree in business administration, public administration or non-profit management is preferred. At least five years of upper level management experience required, preferably in the non-profit world. Excellent verbal, written and interpersonal skills are essential and must be demonstrated through the interview process. The candidate must be forward-looking, creative, energetic and able to work in a collaborative way with diverse constituencies. References will be required and verified along with background checks.

**COMPENSATION:**

A salary and benefits package commensurate with qualifications and experience will be offered.

**APPLICATION PROCEDURE:**

Interested applicants should reply electronically to:

[resume@maritime.org](mailto:resume@maritime.org)

Submissions should include a resume and a cover letter (a statement of interest) that expresses why you are interested in the Chief Executive Officer position and what contributions you could make to the growth and prosperity of the Association.

The Association is an equal opportunity employer.