

## **Channel Islands Maritime Museum**

### **Job Description**

**Position Title:** Executive Director

**Reports to:** Channel Islands Maritime Museum Board of Trustees, subject to the direct supervision of the President and Executive Committee

**Payroll Status:** Exempt

**Salary:** Negotiable

**Employment Type:** Full Time

### **Responsibilities:**

The Executive Director is responsible for daily museum operations as directed by the Board of Trustees. She/he works in close partnership with the Board, Staff, and Volunteers to provide leadership, vision, and direction of the Channel Islands Maritime Museum and to execute the Museum's long term plans and strategies in accordance with its mission.

The Executive Director recommends policies to the Board and is responsible for the implementation of those policies.

The Executive Director manages all museum operations representing Channel Islands Maritime Museum in the community and to stakeholders.

### **Specific responsibilities include:**

- 1) Working with the Board of Trustees to articulate and advance the museum's mission and vision. Working with the Board of Trustees, Staff and Stakeholders to develop and achieve long range strategic goals in order to fulfill the museum's stated mission, ensure its financial stability, and guide its growth. Communicating openly with the Board so that all parties recognize pertinent operating issues, problems or potential problems. The Executive Director serves as the ex-officio member on all standing and ad hoc committees as directed by the President or Executive Committee.
- 2) Establishing and maintaining an effective organizational structure for managing and operating the museum in achieving strategic goals, while ensuring the highest standards of scholarship, curatorship, and museum ethics in line with the museum's adherence to principles of the California Associations of Museums (CAM), the Council of American Maritime Museums (CAMM), and the American Association of Museums (AAM).
- 3) Hiring and managing the staff, including the implementation and ongoing revision of personnel policies approved by the Board and managing the staff performance review process.
- 4) Overseeing the development, implementation, and evaluation of programs and services that support the mission including:

- Education programs, public programs, and special events,
- Museum Membership,
- Fundraising campaigns and Grant Writing

5) Overseeing the development and implementation of marketing and promotional strategies to reinforce the museum's market positioning and enhance the museum's image, audience, and support base.

6) Leading the Staff and Board in developing annual budgets and administering approved budgets, providing timely, effective financial statements to the Board of Trustees, overseeing the development of financial control systems to ensure the museum's fiscal soundness and program integrity.

7) Working closely with the Board of Trustees, Staff, and Volunteers to build a strong network of constituent support, comprising of individuals, local and regional organizations, cultivating and stewarding stakeholders through interpersonal relationships. Representing the Channel Islands Maritime Museum by participating in museum, cultural, and business associations, serving on committees and advisory groups, and speaking in public settings. Keeping informed of recent developments in the museum profession through the reading of professional literature and participation and attendance at selected workshops, meetings, and conferences.

8) Planning, directing, coordinating and administering special projects as requested by the Board.

9) Ensuring the compliance with all local, state, and federal legal requirements.

Nothing in this job description restricts the President, Executive Committee, and/or Board of Trustees' right to assign or reassign duties and responsibilities to this job at any time.

### **Education/Training**

The ideal candidate will have demonstrated strong leadership capabilities as well as excellent managerial and interpersonal skills. Experience in the museum world, while not mandatory, is preferred. The candidate will have a strong interest in history, from either a museum or personal perspective. A college degree is required, and an advanced degree in a related field would be a plus. Second, or multiple, language skills are preferred but not mandatory.

### **Experience/Skills Requirements**

Experience working with the Boards of Directors of non-profits.

Experience working with Volunteers.

A demonstrated ability in fundraising leadership and securing funding.

The capability to understand and operate the programs in Microsoft® Office Suite.

Submit resumes no later than 4:00 pm PDT January 27, 2017, in MS Word format, to [office@cimmvc.org](mailto:office@cimmvc.org)