

National Maritime Historical Society Executive Director



The National Maritime Historical Society is seeking a new Executive Director.

Founded in 1963, the National Maritime Historical Society is a non-profit membership organization and the publisher of *Sea History* magazine, headquartered in Peekskill, New York. The Society's mission is to raise awareness of the nation's maritime heritage and the role seafaring has played in shaping civilization—through publications, educational programs, maritime conferences, partnerships, and outreach events.

The Executive Director is responsible for the overall management and leadership of this national non-profit organization with nearly 5,000 members and an annual budget of approximately \$1 million. Reporting to the chair of the Board of Trustees and working closely with its Executive Committee, the Executive Director's principal duties and responsibilities include:

- Management of a staff of 7 to 10 employees
- Financial planning and management
- Oversight of fundraising strategies and implementation
- Event and program planning and management
- Marketing and public relations
- Member engagement and retention; expansion with younger, more diverse members
- Cultivation of partnerships with maritime organizations
- Representation and participation at events, with travel required
- Board of Trustees communications and support
- Knowledge of grants available and grant writing supervision
- Collaboration with Board and staff to develop a five-year strategic plan
- Daily operations and other duties as required

Skill sets for the ideal candidate include strong organizational skills (strategic planning, policies, and procedures, working with the Board of Trustees); organizational building experience; management skills (employee relations, interpersonal leadership skills); and financial skills (basic accounting and financial reporting, budgeting, contracts). The ideal candidate will have at minimum a bachelor's degree. A master's degree or other advanced degree is preferred, with at least ten years of experience in a non-profit management or leadership position. A background in maritime heritage is preferred. This is a full-time position with a negotiable salary, commensurate with experience and qualifications. Interested individuals who meet or exceed the qualifications should submit a resume and cover letter via email to NMHS Chair Jim Noone at jnoone@seahistory.org. In the subject line, please write: "Executive Director Search."

National Maritime Historical Society • 1000 N. Division St. #4, Peekskill, NY 10566 • www.seahistory.org