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EXECUTIVE DIRECTOR, Newport Harbor Nautical Museum/Cultural Attraction Job Description, 5/15/2010

The Executive Director is the Chief Operations Officer of the Newport Harbor Nautical Museum/Cultural Attraction (NHNM), Newport Beach, CA, and reports directly to the Board of Trustees. The Executive Director is responsible for fulfilling the organization's mission and financial objectives by providing leadership and creative vision for the planning, growth, and administration of all operations. The Executive Director serves as the organization's primary liaison to the public, promoting a positive image of NHNM in all interactions and activities; works closely with the Board of Trustees to develop and implement strategic goals and objectives; plans and manages the business and financial affairs of NHNM and coordinates the work of staff and committees. The Executive Director will help guide a multi-year, \$35-million capital fund-raising campaign, and the design and construction of a new facility, including governmental approvals (city, county, state and California Coastal Commission), with a scheduled opening of approximately 2018. NHNM is a well-established, 25-year-old museum with a history of educational and exhibition programs and with solid donor support. It is the goal of NHNM to become a "destination" museum/cultural attraction. The operational budget for NHNM is approximately \$2.3 million a year which includes a "for-profit" management subsidiary operating the NHNM-owned harbor-front facilities and docks leased to tenants.

REPORTS TO: The NHNM Board of Trustees

QUALIFICATIONS REQUIRED:

- Strong track-record in understanding and achievement in senior museum/cultural attraction management;
- Solid senior museum/cultural attraction and/or non-profit business and financial management experience at the Vice-President/Director or Executive Director level;
- Proven ability in fundraising, grant writing, and planned giving;
- Experience in developing research-based marketing programs;
- Ability to inspire, lead and manage staff and volunteers;
- Ability to work closely and effectively with a Board of Trustees, Endowment Board, and outside auditors;
- Expertise in crafting public/private partnerships;
- Ability to develop and implement long-range plans;
- Undergraduate or preferably Graduate degree or equivalent experience in the following or closely related fields:
 - Museum Studies, Non-profit management, Finance, History, Business Administration, Education, or Public Administration;
- Excellent computer, communication, public speaking, and writing skills;
- At least five to ten years experience directly related to duties and responsibilities specified.

SUMMARY OF RESPONSIBILITIES:

OPERATIONS MANAGEMENT:

- Promote a positive image of NHNM in all interactions and activities;
- Direct and manage the day-to-day operations of the organization;
- Work closely with the Board to develop and implement short-term operational and long-term strategic plans and goals;
- Prepare the annual financial budget and operating plans for approval by the Board;
 - Manage the organization's financial operations, accounts, cash and inventory, gifts, budgets and associated records and documentation;
 - Oversee the NHNM budget and make effective financial and operational decisions to positively impact the organization;
 - Adhere to proper financial procedures to ensure accountability;
 - Evaluate and report financial status and progress to the Board of Trustees and Endowment Board on a monthly basis, and annually for outside auditors.
- Develop and implement operating policies as necessary or as directed by the Board of Trustees to ensure that the organization is working in an efficient manner;
- Develop an agenda for meetings of the Board of Trustees in coordination with the Board President and for related committees and attend all Board and committee meetings;
- Keep the Board informed of all pertinent issues and respond promptly to Board and committee requests for information;
- Provide an annual organizational review;
- Work is performed in an office environment with moderate physical activity with occasional night and weekend hours required; Attendance at after-hours organization and community events required; Occasional travel and off-site work required.

MARKETING & DEVELOPMENT:

- Working closely with the Development Director, develop a long-range strategy for implementing the \$35 million capital campaign (\$7 million has been raised to date);
- Serve as the chief spokesperson for the Museum/Cultural Attraction;
- Lead and actively participate in all development activities including personal solicitations, capital campaigns, and fundraising events;
- Coordinate an annual membership drive;
- Actively research and write grants;
- Encourage planned gifts through programs and contact with planned giving professionals;
- Formulate budgets, goals and objectives for the purpose of raising funds;
- Work closely with the Board President to energize the Board to be full participants in the Museum/Cultural Attraction's fundraising and outreach efforts;
- Promote visibility and general support for NHNM in the local, regional, national, and international community;
- Conceptualize, design, implement, and evaluate a strategic marketing program;
- Develop research-based programs that address image and brand awareness;
- Implement strategies for increasing earned program and tenant income.

MUSEUM/CULTURAL ATTRACTION MANAGEMENT:

Provide creative vision and leadership for all Museum/Cultural Attraction programs including curatorial and educational activities;
Develop a familiarity with NHNM's collections and programs;
Work with the Board, Collections Committee, and relevant staff to ensure the development and maintenance of a focused collections policy using strategic acquisitions and deaccessioning;
Make recommendations to the Board in conjunction with the NHNM Curator/Collections Manager regarding acquisitions and deaccessions;
Provide leadership and encouragement for the organization's continued and expanded use of innovative and engaging display, presentation and multi-media interpretation techniques to appeal to a new generation of visitors;
Ensure that educational programs are developed and maintained which are responsive to the needs of NHNM's clientele;
Direct and routinely evaluate educational programs for the public; Conduct tours and presentations as needed.

STAFF MANAGEMENT:

(Current staff of 10, including Director of Development, Controller, Director of Operations, Facilities Manager, Collections Manager, and staff)

Direct and manage all personnel and ensure that sound human resource policies and procedures are in place and conform to California and Federal laws;
Manage job descriptions, conduct recruitment activities, hire, motivate, evaluate, guide, and terminate volunteers and staff as needed;
Provide training and maintain a climate that attracts and motivates a diverse, qualified staff;
Provide leadership and opportunities for staff and the Board to be exposed to new trends and ideas in the museum/cultural attraction field;
Conduct or supervise volunteer and staff meetings.

FACILITY & GROUNDS MANAGEMENT:

Oversee the secure use and maintenance of the facility, its equipment and supplies, building and security systems and grounds, parking facilities, tenants and dock;
Ensure the application of adopted policies and procedures regarding all applicable government codes, operating hours, visitor/employee safety, comfort and accessibility;
Routinely evaluate all procedures and controls relating to the security of NHNM and its contents and the physical condition of the building and grounds.

COMPENSATION:

Compensation is based on the *2009 GuideStar Nonprofit Compensation Report* for CEO/Executive Director (California), and is generally in the mid-range, depending upon the applicant's qualifications, capabilities and fit to NHNM requirements. Salary is in the \$100,000 to \$120,000 range.

NHNM IS A DRUG-FREE EQUAL OPPORTUNITY EMPLOYER.