

Wisconsin Maritime Museum (WMM) Seeks Executive Director

The Wisconsin Maritime Museum (WMM), founded in 1969, is located on Lake Michigan at Manitowoc and is home to the World War II submarine USS Cobia. WMM is seeking an Executive Director with proven passion to provide dynamic leadership for one of the largest maritime museums in the Midwest preserving the maritime history of Wisconsin and the Great Lakes region.

The Executive Director must have entrepreneurial vision and is responsible for the consistent achievement of the organization's mission and financial objectives to include but not limited to building and implementing a development and fundraising strategy for sustaining ongoing operations and revenue generation; delivering clear and consistent messaging; and providing leadership to and overall management of the museum staff and volunteers.

To apply, please send resume, cover letter to HR@wisconsinmaritime.org by May 1, 2024. Salary is \$80,000 – 90,000 annually plus a comprehensive benefit package, commensurate with experience.

Summary of Responsibilities (including but not limited to)

Management and Operations

- Deliver entrepreneurial vision and be team management oriented
- Provide leadership to a staff including full and part-time employees and volunteers
- Manage day-to-day functioning of the staff in achieving museum goals and objectives and maintain accountability to that end
- Operationalize projects, decisions and plans made at the Board level
- Manage the financial resources of the museum including contributing to the development of the annual budget and being accountable for adhering to the budget
- Demonstrate fiscal management that generally anticipates operating within the approved budget and ensures maximum resource utilization
- Manage resources to include the direct supervision, hiring and retention of competent qualified staff
- Establish employment and administrative policies and procedures for all of the functions and day-to-day operation of the museum
- Lead two capital projects underway: the dry-docking of the WWII submarine USS *Cobia* and the redevelopment of the Maritime Heritage Center at Franklin Street

Development

- Assist with the development and implementation of the museum's fundraising plan under the direction of the Board of Trustees
- Cultivate effective personal relationships with private donors, foundations and businesses

- Provide input to the Board of Trustees for short- and long-term goals of the museum
- Regularly meet with Board of Trustees and museum members to report progress towards meeting museum goals and objectives
- Represent the museum in public forums, maintain media relationships, and raise and maintain public awareness of museum accomplishments and goals
- Represent the museum in the community to promote programs, initiatives and events
- Build and promote a successful membership program
- Create and tell the stories of Wisconsin and Great Lakes maritime history to a diverse audience

Desired Leadership Attributes (including but not limited to)

- Leadership – nurtures a staff team that focuses on the best interests of the organization as a whole, understands the role of the team and the individuals on the team, and follows the imperatives of the strategic plan
- Passion for Mission – demonstrates and communicates passion for the organization’s core purpose – “engage and educate the public about the maritime history of Wisconsin and the Great Lakes region, including Wisconsin’s World War II submarines and USS *Cobia*”
- Strategic Thinking – cultivates a culture of strategic action including recommendations on timelines and allocation of resources to move forward on annual planning and budgets
- Results-Driven Mindset – improves and sustains the organization’s performance, develops and follows through on priorities, delegates appropriately, holds staff accountable and makes sound decisions
- Demonstrated Success in Community Networking – develops strong community relationships to leverage good will, financial support, and program and service development
- Financial Management Expertise – ensures the organization maintains adequate reserves and accumulates sources of capital to invest in needed future changes, understands and diligently attends to all budget and financial matters and can manage operations within budget constraints including making difficult financial decisions when required

Qualification Requirements

- A degree or equivalent work experience in business management, marketing, non-profit management, museum studies, maritime studies, or historic preservation
- Business management skills including budgeting, financial and human resource management (knowledge of QuickBooks preferred)
- Proven track record in program management and meeting strategic goals and objectives
- Experience in fundraising and development including successful grant writing preferred
- Knowledge of maritime history, maritime transportation systems/industry and the military sea service would be a plus
- Success and experience in effectively leading and working as part of a team

- Solid verbal, written, networking and interpersonal communication skills
- Professional communicator skills for leadership and community outreach purposes
- A talent for networking with financial donors, grant makers, community leaders and key stakeholders
- Exemplary organizing and planning skills
- Sound analytical thinking and problem solving skills including those pertaining to financial management
- Ability to translate the Board of Trustees goals and objectives into actionable and measurable outcomes

About Manitowoc:

Manitowoc presents a mix of affordability, natural beauty, cherished cultural attractions, and a vibrant community spirit. Situated within a short drive of major cities and additional tourist spots, residents enjoy access to a wide array of amenities and enriching experiences. The city's lower cost of living, influenced by housing, utilities, and transportation expenses, provides a more budget-friendly lifestyle, making Manitowoc an appealing place to reside and work. For more information on Manitowoc and the surrounding area visit:

[Coolest Coast® Wisconsin's Coastal Communities](#)

[City of Manitowoc 150th Anniversary: Look at Where We Live \(youtube.com\)](#)

[Wisconsin Cost of Living | The New North](#)

The Wisconsin Maritime Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment