Job Title: Executive Director, Mississippi Maritime Museum, Pascagoula, MS

The Mississippi Maritime Museum seeks an Executive Director to provide dynamic leadership and to direct policymakers, planning, organization, staffing, and operations.

Born from the Renaissance Commission established by Governor Haley Barbour, the Mississippi Maritime Museum was founded in 2006 to recover, rebuild, and renew the Mississippi Gulf Coast counties devastated by Hurricane Katrina. The mission of the Museum is to promote and preserve the 300+ years of maritime history of the Mississippi Gulf Coast and to educate the public about that heritage and the contemporary strategic importance of the maritime industry. The Museum will be the Learning Center for all aspects of the rich maritime history of Mississippi.

Currently in the development stage of transitioning the vision into the reality of a museum, the Museum has acquired two buildings of the former Pascagoula High School campus on the National Register of Historical Buildings.

The Executive Director reports to the Board of Directors.

Summary of responsibilities:

- Develop, refine, and implement a progressive program for fundraising, exhibitions, collections management, educational activities, and community outreach.
- Work in conjunction with the Board to develop the strategic direction and establish initiatives to fulfill the mission and increase local, statewide, national and international awareness and prominence.
- Direct operations, to include development, education and public programming, finance, external communications, and staffing.
- Manage and lead the full-time staff, part-time staff, volunteers, and consultants.
- Lead and participate in all fundraising and development activities, including grant-writing and developing relationships with foundations, corporations, and individual donors.
- Serve as spokesperson and chief advocate for the Museum. Establish strong partnerships in the community. Enhance the Museum public image to expand interest and support.
- Direct the overall development of public relations and marketing initiatives. Develop an effective communications plan to raise the profile of the museum.
- Manage, secure, and maintain property and facilities and artifacts.
- Manage other responsibilities as may be required by the Board and the Directors.

Required Qualifications:

- A bachelor’s degree is required. Advanced degree preferred. Experience in museum operations will be considered in relation to education required.
- Five years of experience in a museum, nonprofit organization, or business. Senior managerial level preferred.
• Ability to provide strong leadership, vision and strategic direction. Experience developing and implementing strategic plans.
• Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organizations, as well as a history of involvement in relevant professional organizations.
• Strong record of success in fundraising and audience development.
• Demonstrated excellence in writing and public speaking.
• Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and in community relations and outreach capacities.
• Competence in managing museum operations, including personnel matters. Demonstrated ability to supervise and work successfully with museum staff, volunteers, and diverse public constituencies.
• Evidence of success in developing, managing, and growing an annual operating budget. Strong business management skills.
• Excellent planning, time management, and decision-making skills. Working knowledge of spreadsheet, database, email, calendar/scheduling, and word processing software.
• Willingness to work a variable schedule, including weekends and evenings when needed.

Salary is commensurate with experience. The Mississippi Maritime Museum is an equal opportunity employer.

Please send your application package with cover letter, resume’, and contact information for three professional references to msmmuseum@gmail.com or by mail to:

Mississippi Maritime Museum
ATTN: Director Search
P.O. Box 243
Pascagoula, MS 39568

Please, no telephone inquiries.

Applications will be accepted until postmark date March 15, 2020.