

MUSEUM EXECUTIVE DIRECTOR

Seeking a dynamic, experienced leader as Executive Director for small North Oregon Coast non-profit maritime museum to advance the mission and agenda of the organization.

Full-time position, Thursday through Monday, year-round.

SALARY Range of \$3,200-\$4,000/month, commensurate with experience; health benefits negotiable.

DUTIES include, but are not limited to: Staff leadership for training and management of two part-time employees, building community relationships, and developing a professional working relationship with a seven-member Board of Directors to successfully implement board policies. Scheduling and overseeing building maintenance and repairs, and developing and implementing an annual operating budget, fundraising opportunities, and educational outreach.

NEEDS TO DEMONSTRATE a strong work ethic, fiscal integrity, and self-motivation. Must be a team-player and work well with staff, Board, and the public to advance the mission of the museum. Interest in history – especially maritime – a plus. Needs strong organizational skills.

REQUIRES: Computer skills: Microsoft Office/Word, Excel, Publisher, Photoshop and QuickBooks, effective oral, written and interpersonal communication skills, grant-writing skills, and research abilities.

Please mail current resume to Garibaldi Maritime Museum, PO Box 5, Garibaldi, OR 97118. Serious inquiries only. Position open until filled. Visit the museum at www.garibaldimuseum.org.

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