

Date: January 28, 2023

Position Description: Executive Director

Pacific Northwest Naval Air Museum

Oak Harbor, Washington, United States (On-Site)

Description

The Pacific Northwest Naval Air Museum (PNWNAM), headquartered on beautiful Whidbey Island, in Oak Harbor, Washington, is seeking an Executive Director with the vision and experience to accomplish goals for this rising organization.

The PNWNAM Museum has a physical exhibit hall, research library, an outdoor static display area which includes a PBY-5A (Catalina) aircraft, and a storage warehouse for receiving and processing artifact collections. Together, these assets embody the stories of a strong and resourceful people who both embraced and supported a naval aviation community engaged in historic campaigns from WWII through to the present day. PNWNAM has exciting projects on the horizon including the expansion of our current visitor engagements and construction of a new museum property, which will allow development of a unified presentation of PNWNAM's vision, under one roof.

The Executive Director position will oversee management of museum operations, including fundraising, visitor growth and sustainability and enhancement of visitor experiences. The museum operates as a historical institution and business entity under the auspices of the PBY Memorial Foundation.

The successful candidate will partner with other US Navy, aviation, maritime heritage, and historical institutions regionally, and nationally. The Executive Director is expected to be a leader in the local and regional community.

Purpose: Reporting to the foundation Board of Trustees, the Executive Director will have overall operational responsibility for the Pacific Northwest Naval Air Museum's staff, sites, programs, and execution of its mission.

Mission Statement: To collect, preserve and exhibit artifacts that promote understanding of the history of all naval aircraft flown from bases throughout the Pacific Northwest as well as the unique Navy-civilian community relationships throughout the region.

Responsibilities:

This position requires demonstrated experience in leadership and management. As the organizational caretaker of naval aviation history, the Executive Director represents PNWNAM in the local community, regionally and around the state.

The Executive Director will:

- Maintain a strong relationship with community organizations across Whidbey Island (such as the Economic Development Agency, Chamber of Commerce(s), Tourism groups, and Island County's Board of Commissioners).
- Communicate regularly with the foundation's Board of Trustees.

- Make operational decisions that align with the mission and strategy of the organization concerning operations, finance, and issues affecting PNWNAM.
- Set revenue numbers in the budget each year to allow for operational sustainability and appropriate growth.
- Develop new revenue streams to support the PNWNAM mission and operations.
- Submit a monthly report to the Board of Trustees.
- Attend monthly board meetings.
- Ensure compliance with all Washington State Historic Preservation Office directives.
- Ensure all Collection Management policies, standards and best practices are followed.
- Participate in site planning opportunities, acquisition of new historical artifacts, creation of exhibits, and expansion of our audience involvement via interactive exhibits.
- Manage day-to-day operations of the museum including administration, physical site care, and development of both staff and volunteers.
- Support the maintaining and updating of all relevant documents concerning museum policies and procedures.
- Create or refine all job descriptions.
- Develop performance standards for museum employees.
- Make museum staffing recommendations.
- Conduct museum job performance evaluations.
- Be responsible for development of Strategic and Communication Plans for the museum.
- Be responsible for the creation and distribution of newsletters and other community updates.
- Contribute articles, columns, and content for museum publications and materials to coordinate and promote museum internal and off-site events.

Overall, this position requires an enthusiasm for communication and continual outreach to the community thus spreading the word about museum programs, events and our mission. Duties are performed in a regular office environment with work sometimes required in the evenings and on weekends. Some regional travel by car is required.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in History, Anthropology, Archeology, Museum Studies, or a closely related field (preferred).

Experience: Three (3) years of experience in a senior leadership role in a museum or non-profit organization, including experience in donor development, grant writing, and other fundraising efforts including project/program management. An equivalent combination of education and experience sufficient to perform the essential functions of the job can be substituted. An enthusiastic interest in contemporary military history (mid-20th century to present) a plus.

Salary: \$70,000 - \$75,000 per year.

To apply, please send resume to bryanbjorndal@pnwnam.org