Position Available:

Executive Director

Position Overview
The Chatham Marconi Maritime Center seeks an Executive Director who will provide the dynamic leadership necessary to sustain and grow the organization. The Executive Director will implement the strategies, policies and financial goals established by the Board of Directors. Central to the position are three interrelated elements: effective and fiscally prudent general management of the Center, direction of museum operations, and leadership of STEM education programs.

In partnership with the Board of Directors, the Executive Director is charged with implementing the strategic plan. The Executive Director is responsible for the leadership and management of the organization, including programs, partnerships, budget and external relations. This person plays a principal role in the success of CMMC.

The Center’s operations reflect the region’s seasonal tourism, with most museum visits in the summer/fall and STEM education peaking in the summer. The Center desires to grow in a manner that reduces this seasonality. Expansion of STEM education programs is a key element of this growth. Executive Director responsibilities will evolve to a balance of museum operations and STEM education leadership as funding grows to support additional staff.

About the Chatham Marconi Maritime Center
Located on Cape Cod, the Chatham Marconi Maritime Center (CMMC) is a 501(c)(3) non-profit founded in 2002 to preserve the historic 1914 Marconi-RCA campus, honor its distinguished role in wireless communication history, and promote STEM education. This mission is advanced through operation of the Marconi-RCA Wireless Museum and STEM education in communications science, both on campus and in schools. Museum exhibits trace the story of wireless communication from Marconi’s day through the 20th century when station operators communicated with ships around the globe, to today’s evolving world of technology. Additional information available at ChathamMarconi.org.

Responsibilities
- Manage a small paid staff and large team of knowledgeable volunteers. Foster a culture that attracts, retains and values our volunteers.
- Provide general business management for a $300,000/year non-profit.
- Serve as spokesperson and chief advocate, representing the values and spirit of Chatham Marconi.
- Develop and cultivate relationships with foundations, corporations, and individual donors. Ensure donors and museum members feel valued and respected.
- Communicate the essence of both the museum and educational components in an engaging, interactive and professional manner.
• Lead implementation of new school-based STEM program, including:
  o Planning and scheduling with school staff
  o Developing classroom content and delivering lessons
  o Planning and directing museum field trips
• Manage museum volunteer staff executing daily operations
• Manage building facilities, including security and maintenance. Ensure valued assets are preserved and protected.
• Collaborate with museum and education staff and operating committees to:
  o Expand markets and participation
  o Enhance visitor experience
  o Manage school field trips
  o Plan and implement marketing strategies
  o Schedule museum volunteers
  o Create exhibits and programs
  o Manage archives
• Establish strong partnerships and collaborative relationships in the community, including schools, other museums and attractions.
• Collaborate with BOD to develop and implement fundraising opportunities.

Desired Qualities
• Visionary leadership with knowledge and appreciation for technology and communication science
• Strong interpersonal and management skills
• Effective fiscal leadership and budgetary management skills
• Excellent verbal and written communication skills
• Organized and flexible with steady judgment to handle a variety of situations and tasks
• Experience as an active participant in a museum or a nonprofit organization
• Experience as an active participant in an educational setting

Work Schedule
Full-time, year-round exempt position. Occasional evening or weekend hours.
Starting date negotiable

Salary and Benefits
Competitive salary and benefit package commensurate with education and experience.

Required Qualifications
• Bachelor’s degree in relevant STEM field or
• Non-STEM bachelor’s degree plus either 18 credits in a related STEM field or equivalent experience.
• Minimum of five (5) years related practical experience

Application
Letter of application and current resume in Adobe PDF format should be e-mailed to ExecutiveDirector@chathammarconi.org Questions about the position may also be e-mailed. In order to expedite responses, please provide telephone contact information.