

Position Description: Executive Director, Finger Lakes Boating Museum (flbm.org)

Type: Exempt, Fulltime (40 hours)

Salary: \$56,000 to \$80,000 (Includes benefits – health insurance, retirement plan, short-term disability, paid time off with holidays). Moving expenses are negotiable.

Reports to: Board of Trustees of the Finger Lakes Boating Museum (FLBM)

Finger Lakes Boating Museum is a not-for-profit 501(c)3 corporation chartered by the New York State Education Department. The Museum was founded to preserve and share the fascinating history of the Finger Lakes boating industry and the pivotal role it has played in the development of the region and beyond.

Workplace Setting: Hammondsport is located on the south end of Keuka Lake in the heart of the Finger Lakes region of upstate New York. Keuka Lake is widely known for its excellent boating, fishing, breathtaking scenery and many award-winning wineries. Hammondsport was voted 'The Coolest Small Town in America'. The FLBM campus encompasses the buildings originally constructed by the Taylor Wine Company in 1886.

Application Instructions: Application deadline is March 17, 2023, by email only. Submit cover letter and CV to president@flbm.org. Start date is negotiable; but preferably by June 1.

Overview: The Executive Director reports directly to the Board of Trustees and is responsible for the leadership, management and administration of FLBM's strategic plan and operations, in accordance with its mission and vision. Key duties include fundraising and development, grants, community relations, oversight of programs and exhibits, and leadership of staff and volunteers.

Responsibilities:

- Partner with the Board of Trustees to develop and deploy strategic plans and initiatives.
- Function as the primary external and internal spokesperson in promoting the Museum. Build key relationships with major donors, local/regional business leaders, local/state officials and committee chairs to solicit support and funding.
- Expand the Museum's social networking and marketing presence.
- Sustain and grow the organization's grant monies.
- Incumbent coordinates with the Board to lead all capital campaign initiatives.
- Manage the Museum staff and actively support and increase the number of critical volunteer associates.
- Coordinate and oversee the museum maintenance staff to address short- and long-term facilities issues.
- Oversee contract performance for project on the FLBM campus.

Required Qualifications:

- **Educational Requirements** A Bachelor's degree is required with preference given to an advanced degree in a related field such as museum studies, education, marketing, or business, with at least three (3) years of senior level work experience in a comparable organization is strongly preferred.
- **Excellent Communicator** Excellent communication and interpersonal skills.
- **Fundraising Skills** A demonstrated ability and track record in writing and obtaining appropriate grants of a local, state and federal nature which are needed to grow and maintain the FLBM.
- **Vision to put the mission into a long-term view with Dynamic Leadership** Superior leadership and strategic thinking skills.
- **Board Meeting Success** Experience working with nonprofit boards, committees and the public is essential.
- **Museum knowledge, leadership and expertise** Working knowledge of museum operations; successful record of securing significant donations and leading a capital campaign; experience with volunteers; experience with an organization in transition.

Additional Requirements

- Please provide 3 references with contact information that are familiar with your work and accomplishments.