

**Position:** National Law Enforcement Museum Director

**Reports To:** NLEOMF CEO and NLEM Committee

**Direct Reports:** Museum Senior Staff

The National Law Enforcement Officers Memorial Fund (“NLEOMF”) seeks a creative and entrepreneurial leader to become the Director for the new National Law Enforcement Museum (“NLEM” or “Museum”). The NLEM, which will open late 2013/early 2014, will tell the story of American law enforcement through exhibits, collections, research and education. The Museum will dynamically engage the broadest possible audience in this story in an effort to build mutual respect and foster cooperation between the public and the law enforcement profession.

The Museum Director will be responsible for the development, execution, and management of the policies, programs, and initiatives of the Museum reporting to the NLEOMF CEO for administrative purposes and working closely with the NLEM Committee of the NLEOMF.

The Museum Director will provide vision, strategic leadership, and management expertise for the Museum and its staff. This person will lead staff and work with the board shaping the Museum, its acquisitions, and exhibits. The Director will be expected to attend and oversee all of the Museum’s grand opening events and use his or her marketing knowledge to take advantage of the opening to generate interest in the Museum while making a compelling case that the Museum is a destination not to be missed when visiting the nation’s Capital.

**Knowledge/Skills/Abilities:**

It is expected that the director will be an inspiring leader and able administrator who has a robust background in the following areas:

- A minimum of 10 years of increasingly responsible management and leadership experience of a nonprofit organization or museum, including a thorough understanding of fiduciary responsibilities of such an organization.
- Expertise in crafting public/private partnerships.
- Broad-based understanding of development and implementation of strategic action plans and budgets.
- Strong understanding of design principles as they relate to museums.
- Understanding of issues confronting the non-profit world, donors, public agencies, and community organizations.
- Ability to work closely and effectively with others – including the NLEM Committee and the Board and Staff of the NLEOMF.
- Ability to work closely and effectively with both public and private sector individuals, officials, and organizations.
- Candidates ideally possess an advanced degree in museum studies or a MBA with extensive knowledge of law enforcement and its history.
- Strong written and verbal communication skills, particularly public speaking.

- Budget preparation, fiscal management and analysis.
- Ability to supervise and manage professional, volunteer, and administrative staff members.
- Proficient computer skills, including Microsoft Office Suite programs.

For a more detailed job description, refer to our website at <http://www.nleomf.org/about/employment/>. Please send resume, cover letter, and salary requirements to [resumes@nleomf.org](mailto:resumes@nleomf.org).

Position closes on November 15, 2011.