

## **POSITION ANNOUNCEMENT – Executive Director**

*The Virginia Museum of Transportation, Inc., the Commonwealth's Official Transportation Museum, is looking for an experienced Executive Director to oversee all operations, functions and activities. You will be the face of the organization, responsible for: providing the proper strategic direction, engaging with potential donors and helping in all aspects of fund raising, implementing a high quality vision, guiding/helping with the day-to-day activities of this successful non-profit in all aspects of its business.*

*An excellent Executive Director is an individual who reflects a genuine passion for both his/her profession and the history of all modes of transportation. The proper candidate is an influential manager with abilities to be both a team player while also leading and motivating. This individual must have great communication skills and take a "macro" approach in working with the staff to manage the organization's operations/resources. The goal is to manage and lead the organization towards the realization of its mission and to prepare it for an even stronger, brighter future.*

*The mission of the VMT is "to advance all modes of transportation across the Commonwealth, to celebrate and preserve the hard work and ingenuity of generations past, and to inspire current and future generations to value this industry which is essential to Virginia's history, culture, and economic growth."*

### **Responsibilities**

- *Develop/implement the necessary strategies/actions to achieve the goals developed by the Board of Directors which promote the organization's mission, presence, and "voice"*
- *Create complete business plans for the attainment of goals and objectives set by the board of directors*
- *Build an effective team of leaders by providing guidance and coaching to subordinate managers; provide annual performance assessments and goal-setting for all key staffers*
- *Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines*
- *Actively participate in fundraising/donor cultivation, and development efforts*
- *Forge and maintain relationships of trust with the officers and directors, all vital stakeholders/donors, and external authorities*
- *Act as the public speaker and public relations representative of the Museum in ways that strengthen its profile*
- *Regularly review reports by subordinate staff members to acquire understanding of the organization's financial and non-financial position*
- *Engage, cultivate, and secure community, statewide, and national private and governmental support*

### **Requirements**

- *Proven experience as Executive Director or in other managerial positions*
- *Demonstrated entrepreneurial abilities*
- *Experience in developing (and implementing) successful strategies and plans*
- *Ability to apply successful fundraising, development, and networking techniques*
- *Strong understanding of financial matters and measures of performance*
- *In depth knowledge of non-profit organizations governance/leadership principles and managerial best practices*
- *An analytical mind capable of “out-of-the-box” thinking to solve problems*
- *Being a team player while possessing outstanding organizational, interpersonal, and leadership abilities*
- *Excellent communication (oral and written) and public speaking skills*
- *A minimum of a BA/BS in business administration, management, or relevant/related field*
- *Willingness to work a variable schedule, including weekends and evenings when needed, as well as a willingness to travel (with reimbursement for all VMT related expenses) occasionally during non-business hours*

Please respond by e-mailing your resume and any other pertinent information you would like to share to: [Careers@VMT.org](mailto:Careers@VMT.org)