

## SUMMARY – Michigan Maritime Museum Executive Director Opportunity

Michigan Maritime Museum is looking for an entrepreneurial and data-driven Executive Director who is excited about the opportunity to capitalize on its 50-year legacy and expand its impact. The Museum recently completed a strategic plan and a major capital expansion and is well positioned to expand programming and reach its next level of engagement and sustainability. It benefits from a highly engaged Board and a legacy of exceptional community support. Its operating budget is ~ \$1.8 million (75% earned, 25% contributed). The hiring range is \$110,000-\$140,000 and includes a competitive benefits package. The approximate start date is Summer/Fall 2025. Contact Syrah Gunning at [segunning@devosinstitute.net](mailto:segunning@devosinstitute.net) for more information.

## JOB PROFILE



Michigan Maritime Museum **invites applications** for **its next Executive Director**.

## WHO ARE WE?

The Michigan Maritime Museum in South Haven is a premier West Michigan destination dedicated to celebrating, preserving, promoting, and stewarding the vibrant heritage and culture of Michigan's Great Lakes and waterways. Our vision is to inspire a multi-generational, educated, enthusiastic, and aware public invested in the long-term preservation of Michigan maritime heritage and culture. We offer experiences for all ages including interactive exhibits, dynamic programming, and on-water experiences on our fleet of historic vessels. FY2023 was a banner year for us. We served nearly 35,000 visitors, doubled our membership, reached all-time highs in attendance and store sales, and opened the Maritime Heritage Center. Made possible through a successful \$8.5 million capital campaign, this 2-story, 17,000 sq. feet Center has event, programming, and office spaces that are allowing us to expand our offerings and plan ambitiously for our future.

**Explore Our Work** *READ:* Annual newsletter [The Ship's Lamp 2023](#). *WATCH:* [A Year in Review](#) *READ:* [Press Room](#) *EXPLORE:* [Facebook](#), [Instagram](#), [Youtube](#) *READ:* [Supporting Materials to the Job Profile](#)

## WHAT'S NEXT?

After serving for over fifteen years, Executive Director Patti Montgomery Reinert is retiring. Our Board is looking for an entrepreneurial and engaging executive to lead us to our next level of growth and sustainability.

## What we are looking for in Michigan Maritime Museum's next Executive Director

- **Someone passionate about our community and mission.** If not already based near us, you will be enthusiastic to relocate and spend time in the community.
- **An entrepreneurial business strategist.** We are looking for an Executive Director who will lead with an entrepreneurial business sensibility and make data-driven programming and operational choices. You will excel at managing finances; developing projections for new projects; and collecting and analyzing data.
- **An engaging relationship builder and communicator.** We are looking for an Executive Director who will communicate about the Museum's distinct value to donors, members, visitors, and community members. You will have a track record of delivering superior customer service and personally engaging stakeholders.



- **Alignment with our values.** Our values are Collaboration, Education, Fiscal Responsibility, Preservation, Hospitality, and Volunteerism. We are looking for someone who will lead with these values and inspire others to do the same. You will be a down-to-earth leader who sets the tone for our culture, listens, and supports and mentors our staff. You will be a welcoming host to all Museum visitors.

## RESPONSIBILITIES

### *Organizational Leadership*

- In partnership with the Board, provide strong leadership to set MMM's strategic and operational direction. Play a leading role in long-range strategic planning and ongoing strategy development. Develop and implement an entrepreneurial business strategy that balances programmatic and financial goals and leverages data to make informed decisions.
- Direct and collaborate with the staff to bring the curatorial and educational vision to fruition. Optimize Fleet performance and develop new programs that capitalize on the Museum's collection and campus.
- Effectively communicate with the staff and public, building strong relationships with MMM's family of donors, board members, volunteers, visitors, municipal leaders, and the community. Foster MMM's culture of collaboration and serve as a role model for hospitality and fiscal responsibility.
- Maximize board members' time and expertise to advance the Museum's mission. Track progress on operational and financial goals and report to the Board.

### *Finance, Revenue, and Visibility*

- Serve as MMM's lead financial director and ensure sound fiscal management. Coordinate with the Treasurer of the Board in financial oversight and policy.
- Oversee the Museum's fundraising and marketing efforts including:
  - Serve as MMM's lead fundraiser. Prospect, cultivate and steward donors. Develop and direct fundraising campaigns and partner with the Board and the Director of Membership in these efforts.
  - Oversee MMM's earned revenue, maximizing income from ticket sales, shop sales, and rentals.
  - In partnership with the Board, develop a strong institutional marketing effort that raises organizational visibility. Represent MMM in the community and regionally in industry networks.

### *Operations and Team Leadership*

- Oversee everyday museum operations. Develop and oversee policies and processes that ensure efficient operations; a welcoming environment; and superior customer service.
- Direct, support, mentor, and collaborate with the Museum's professional staff (see below), organizing the team to efficiently and effectively implement processes across departments. Leverage available volunteer capacity. Monitor staff capacity and oversee staff expansion or alignment.
- Oversee facilities planning and campus maintenance, establishing long-term plans for upgrades and maintenance. Ensure the organization's database is well-used. Engage specialist contractors as needed.
- Attend evening and weekend meetings and events, including public programs, Board meetings, fundraising events, and community programs that provide opportunities to engage MMM's constituents.

### *Who you'll be working with*

The Executive Director reports to the Board of Directors. Read more [here](#). Direct reports include:

- The Director of Education and Programs who oversees programs and the Curator who oversees the collection (dual report to the Director of Education).



- The Director of Membership and Marketing.
- The Captain of the Fleet who oversees Fleet performance (via staffing, maintenance, planning).
- The Operations Administrator who oversees ticketing and Guest Services Associates and supports internal administration.

The part-time Facilities Coordinator and Guest Services Associates report to the Operations Administrator. Part-time/ seasonal boat Captains report to the Commander of the Fleet. The Executive Director oversees all external contractors, which currently includes a bookkeeper.

## PREFERRED SKILLS AND ATTRIBUTES

- Experience in hospitality, tourism, or similar industries is highly valued.
- Non-profit management experience including experience managing budgets and finances, leading a fundraising program, and leading a team is highly valued. While prior experience in Museum/heritage programming, marketing, and working with a Board is valued, candidates with experience in some, but not all, of these areas, and who bring relatable experience, are invited.
- Ability to collect and analyze data to make informed business decisions.
- Ability to build trusting, productive relationships. Strong interpersonal, presentation, and writing skills.
- Collaborative and supportive approach to management.
- Mission-driven thinker inspired by the Museum's mission and vision

## Employment and Compensation

- Start date: Negotiable, Approximately Summer 2025.
- Salary: The compensation package will be competitive and informed by a variety of factors, including but not limited to, experience, qualifications, education, and training needs at the time of hiring. A hiring range of \$110,000 - \$140,000 represents MMM's good faith and reasonable estimate at posting.
- MMM's office is located at 260 Dyckman Ave, South Haven, MI 49090. The Executive Director is expected to maintain a regular schedule on-site which aligns with the programming and event schedule.
- Benefits: MMM offers a competitive benefits package.

**Does this opportunity intrigue you? [CLICK HERE TO APPLY.](#)**

For priority consideration, please apply by **February 28, 2025**.

Applications will be reviewed on a rolling basis and will continue to be accepted until the position is filled.

For questions or accommodation, please email [segunning@devosinstitute.net](mailto:segunning@devosinstitute.net).

[Click here to read the Supporting Materials.](#)

This search is being facilitated by Syrah Gunning, Senior Consultant, Executive Search & Development of the DeVos Institute of Arts Management, a leading provider of arts management services. Learn more [here](#).