



FORT WALLA WALLA MUSEUM

Executive Director

Job Description

The Executive Director of the Fort Walla Walla Museum, a regional history museum, acts as the primary leader, strategist, and public face of the institution. The Executive Director is responsible for the fulfillment of the Museum's mission along with the operational demands of running a non-profit organization and reports to the FWWM Board of Directors.

Strategic Vision and Leadership

- **Leadership:** Articulate three to five personal values that serve as operational drivers in all decisions and action, including all personal relationships. Demand a sense of accountability as a core element of the daily working culture involving the executive director, staff and volunteers in their interaction with everyone the Museum touches.
- **Mission Advancement:** Passionate about and dedication to the Museum's Mission, Vision, and Values to inspire and guide staff and volunteers to serve the community and be grateful for those efforts.
- **Organizational Growth:** Advance programs, exhibitions and collections to new levels of quality, visibility, and regional impact.
- **Community Engagement:** Serve as the lead advocate and ambassador for the museum, fostering relationship with local government, community partners, supporters, donors, and tourism organizations and forming and maintaining partnerships. Community minded by understanding how the Museum and regional heritage relate to our community and involvement in various committees and organizations. The public face of the Museum, a proven teacher with strong public speaking skills and the ability to share stories for all age groups through presentations, exhibits, publications.

Fundraising and Revenue Generation

- **Philanthropic leadership:** Financial development skills with individuals, businesses, government and grant sources with a focus on managing relationships with key supporters, building community support, and show gratitude to supporters.

Financial and Operational Management

- **Budget:** Develop and monitor an annual budget to ensure fiscal responsibility and sustainability, and the ability to develop and work within a realistic budget.
- **Earned Income:** Oversee continued growth in revenue-producing programs, such as museum shop, admissions, Living History, and facility rentals.
- **Administration:** Oversee daily operations including financial systems, HR policies, and technology.
- **Facilities:** Oversee the maintenance, restoration of facilities and Museum grounds, including the implementation of recommendations from the Museum's Life Cycle Committee to cure and prevent deferred maintenance.

Collections and Programs

- **Collections:** Ensure the museum's collections, archives, and research library are properly managed in accordance with best practices. Experience with 19th and early 20th century material culture and/or Walla Walla regional history and understanding what is significant.
- **Programs:** Guide the development of exhibits, educational programs, and publications that honor the region's cultural heritage, including its shared traditional values, and

culture that have been passed down through generations. This includes engaging young people as well as older residents and continuing to cultivate a meaningful relationship with Tamastsiikt Cultural Institute.

Board Relations and Governance

- **Board Partnership:** Collaborate with the Board of Directors on governance, policy development, strategic planning, and recruitment.
- **Reporting:** Inform the Board about the museum's financial health, operations, risks and opportunities.

Team Development and Management

- **Leadership:** Mentor, supervise delegate and retain a high-performing staff and volunteers.
- **Culture:** Foster a positive work environment by defining and living core values at all times and in all situations with integrity and respect for all.

Preferred Qualifications

- **Experience:** Three to five years of leadership experience in a nonprofit, history, cultural or museum setting.
- **Education:** A master's degree in history, museum studies, public history or nonprofit management or in related fields.
- **Skills:** Demonstrated success in fundraising, financial management, strategic planning, public speaking, and technology proficiency.
- **Expertise:** Possess knowledge in one or more categories of the FWWM artifact collection.