

**JOB DESCRIPTION**  
**President & CEO**

Date	Reports to	Department	Status
2/10/2022	Board of Directors	Administration	Exempt

**SUMMARY:** The President and CEO provides leadership, vision and direction to Pacific Tsunami Museum by setting the operational and cultural tone, coordinating with the Board of Directors on long-term planning and direction, operating as the Museum representative in media, fundraising and community settings, and overseeing the management of all Museum operations.

**ESSENTIAL FUNCTIONS:**

**Strategic Leadership –**

- Perform in alignment with the Museum’s vision, mission, goals, and objectives.
- Set operational and cultural tone for the organization through modeling transparency and communication.
- Collaborate with Board of Directors and Museum leadership to develop long-term vision, strategy and goals for the Museum.
- Demonstrate clear and transparent communication between staff and Board.
- Maintain clear communication with the Board Chair.
- Work closely with the Board to develop and implement transformational fundraising campaigns.

**Financial Management & Fundraising –**

- Achieve financial targets.
- Identify, obtain, and manage grants, including the preparation and submittal of grant applications, timely reporting, project coordination, and successful project completion.
- Manage and oversee day-to-day financial operations including cash flow and ensure the Museum stays current with all of its fiscal reporting responsibilities. Works closely with bookkeeper and is responsible for bill paying and banking transactions.

**Staff and Operations Oversight –**

- Manage team by setting expectations, leading long-term strategic vision, delegating and providing support as appropriate.
- Manage overall museum operations including supervision of staff, scheduling.
- Ongoing recruitment and management of docents.
- Oversee archives; collection management and procedures.
- Develop and create exhibit content, including refreshes and installation.
- Responsible for facilities maintenance program.

**Community Engagement –**

- Continually look for ways to grow museum membership.
- Oversee PR and marketing efforts.
- Continually update the Museum’s website and regular postings on social media.
- Act as a public representative for the Museum in the community and with media.
- Engage with and cultivate relationships with major individual, foundation and corporate donors. Engage political, non-profit, cultural, funding and neighboring leaders to create lasting beneficial partnerships, including international relationships with other tsunami museums and research institutions.

- Develop and maintain strong collaborative relationships with tsunami scientific, emergency management agencies and international partners.
- Develop and establish a culture of excellence.
- In partnership with and oversight of the Associate Director, refine, maintain and execute educational philosophy of the Museum as an informal education venue.

**Other Functions –**

- Perform other duties as necessary

**SKILLS, KNOWLEDGE & ABILITIES:**

- Evidence of the practice of maintaining a high level of confidentiality.
- Financial management and planning
- Ability to act as a public spokesperson and interpret the mission and programs of the Museum to the community at large.
- Ability to communicate effectively with fellow employees, management, visitors and vendors using excellent verbal and written English skills.
- Excellent organizational skills; ability to prioritize and time-management.
- Excellent knowledge of administrative and clerical procedures and systems.
- Ability to work under pressure, demonstrate prompt and effective decision-making, and ability to exercise sound/ethical judgment.
- Ability to perform multiple tasks at the same time.
- Knowledge of principles and processes for providing visitor and personal services.
- Active learning for new information and processes for current and future problem-solving and decision-making.
- Proficient with the use of computers including MS Office Suite, Internet, point-of-sale and QuickBooks.

**QUALIFICATION REQUIREMENTS:**

- Bachelors in business, public administration, non-profit management, museum studies or in a related field will be considered appropriate education.
- At least 5 years of progressive managerial experience.

**DESIRED QUALIFICATIONS:**

- Appropriate work experience in a museum, such as developing and installing exhibits, managing archives, managing visitor services, and facilities management.
- Grant writing and fundraising experience.

**WORKING CONDITIONS:**

Equipment/Tools Used: Computers, point-of-sale software, Internet, MS Office Suite, 10-key calculator, basic office equipment.

Work Hours: Generally works Tuesday - Saturday days, and additional days as required.

Work Environment: Works primarily indoors in a museum setting. Occasional exposure to heat and dust, hazardous equipment (box openers, scissors, staplers, paper cutter), and supplies (ink, glues, chemicals, paint, etc.). Will involve walking up and down stairs.

Travel: Occasional inter-island and overseas travel may be required.

**PHYSICAL DEMANDS:**

- Standing, walking, reaching with arms and hands, crouching, climbing or balancing, stooping, and kneeling. Able to carry 40 lbs.
- Vision requirements – close inspection of documents and able to read signs and displays at varied distances.