

**ORGANIZATION:** Foss Waterway Seaport

**POSITION:** Executive Director

**REPORTS TO:** Board of Directors

**Mission Statement:** Foss Waterway Seaport - Tacoma, WA

The Foss Waterway Seaport celebrates Tacoma's rich maritime heritage past, present and future. It is Puget Sound's maritime heritage museum, education and event center where families, groups and communities come to discover, explore, work and play.

**SUMMARY OF POSITION:**

The Executive Director is responsible for the overall administration, management, and leadership of the Foss Waterway Seaport (the Seaport), in pursuit of the Seaport's mission, goals, and objectives as established by the Board of Directors. This includes raising operating and capital funds, fiscal accountability, personnel management, resource development, operations management, public relations, and compliance with applicable laws, regulations, grant requirements, policies, and procedures. This individual should have a passion for the Seaport's mission and, in concert with the Board of Directors, will be responsible for the creation and nurturing of new ideas and initiatives that advance the goals of the Seaport. In addition, the Executive Director is charged with maintaining the financial health and integrity of the organization.

**DUTIES AND RESPONSIBILITIES:**

**Financial and Business Management**

- Prepares and seeks Board approval for the organization's annual operating and capital budget and manages the Seaport within the parameters of the budget.
- Provides the Board with reliable and timely information on the fiscal condition of the Seaport including monthly financial reports.
- Ensures sufficient internal cash controls are in place and enforced.
- Ensures that all required local, state and federal reports are filed in a timely fashion.
- Assures proper execution of all corporate contracts and grants awarded.

**Leadership and Management**

- Builds and manages an effective and efficient organization ensuring services are provided as established in the Seaport's mission and goals.
- Establishes goals and objectives for the Seaport team including paid staff and volunteers and routinely evaluates and develops skills within the organization.
- Effectively motivates and organizes people and projects with limited resources.
- Assures appropriate utilization, direction, supervision, and recognition of volunteers.
- Works closely with the Board President and Board committees in developing annual strategic and financial plans, and routinely reports on progress.
- Assists and meets with the Board at all regularly scheduled meetings, special meetings, and committee meetings as directed.

### **Fund Raising and Development**

- Directs the development efforts of the Seaport including setting and achieving financial goals for various fundraising campaigns, creating corporate sponsorships for annual events and ongoing operating activities and similar alliances with for-profit entities, building long-term relationships with foundations, and enhancing opportunities from individual donors.
- Develops annual fundraising and marketing budgets and objectives and regularly monitors progress against goals.
- Provides for the short and long term fiscal stability and operating needs of the Seaport.
- Establishes strategies and plans for all potential sources of funding and oversees all grants and reports to funders.
- Develops positive and productive relationships with all potential sources of funding and donations, including the local communities and private sector as well as local, state, and federal governments.
- Promotes existing programs to assure their continued growth.
- Oversees and approves the identification and coordinates the writing of and pursuit of grants.

### **Operations and Program Development**

- Provides leadership in the planning, development and implementation of the cornerstone the Seaport programs: education, museum, events, boat shop and docks.
- Continually evaluates and balances resource allocation to each program as needed to support the Seaport mission.

### **Public Relations/Communications**

- Optimizes the public image and overall awareness of the Seaport's mission and successes through the design and management of strategic communication programs, including branding, public relations, website, and related areas.
- Ensures regular communication and maintenance of solid relationships with the media, community leaders, business leaders, as well as other groups regarding the services, needs, and accomplishments of the Seaport.
- Successfully articulates a vision and inspires enthusiasm in and support of the mission of the Seaport.
- Performs other duties as assigned by the Board of Directors.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required. Graduate degree desired.
- 5-10 years' experience in a leadership position managing 5-15 employees required. Museum leadership experience preferred.
- Strong business acumen required.
- Demonstrated fundraising success required.
- Excellent communication skills, including public speaking, media relations, interpersonal skills and demonstrated ability to build community contacts required.
- Demonstrated success with managing multiple projects and strategic planning skills required.
- Proven people management skills and demonstrated ability to successfully function as a team player while displaying enthusiasm and energy to motivate staff, volunteers, and the Board required.
- Knowledge of human services systems, public relations and marketing, capital development, fundraising for charitable causes, government agencies, organizational planning and human resource management strongly preferred.
- Demonstrated maritime, industry, and/or heritage knowledge, interest, or experience strongly preferred.

**RESUME SUBMISSION:**

- Resumes should be submitted via email to [employment@fosswaterwayseaport.org](mailto:employment@fosswaterwayseaport.org).
- Applications will be accepted until the position is filled.

The Foss Waterway Seaport reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.