



**CUSTOM
HOUSE**
MARITIME MUSEUM

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25 Water Street Newburyport, MA 01950

Executive Director Job Posting August 2023

Organization Overview

The Custom House Maritime Museum, founded in 1975, is located on Water Street along the beautiful Newburyport waterfront. Designed by the renowned architect Robert Mills, the Custom House building was erected in 1835 and has a varied history following its original role as a place to collect tariffs and duties. After decades of disrepair and neglect, the Newburyport Redevelopment Authority and the Museum spent years renovating and preserving the building. In 2018, the building and land was deeded to the Newburyport Maritime Society Inc., d/b/a the Custom House Maritime Museum, and is, itself, an important part of our collection.



Today, The Custom House Maritime Museum, devoted to our members and visitors, is an active supporter of the Newburyport community and collaborator with several local nonprofits. We host events and programs both inside the museum and outside on our waterfront lawn. Our programs range from internships and archival research, to lectures and music concerts. The Museum organizes several yearly fundraising events including our summer Maritime Days.

A search has opened to identify the next Executive Director of the Museum. Working closely with the board of directors, staff, patrons, donors, and community members, the Director will help to lead the Museum in its mission *to engage and inspire all with Newburyport's unique maritime history by sharing and preserving the Custom House building and collections.*

The Opportunity

1. Partner with the Board of Directors, museum staff and volunteers and community members to achieve our five-year strategic plan objectives;

2. Grow charitable giving by deepening the engagement of current major donors as well as attracting new patrons to the museum;
3. Using appropriate technology, ensure that the Museum has fully developed and efficient systems for operations, fundraising management, ticket sales, and related initiatives.
4. Plan and implement technology installations that will significantly improve the visitor's experience.
5. Continue on the path of raising community awareness and engagement, recognizing the Museum as one of the area's premier nonprofit organizations;
6. Create a strategy and plan to ensure that the Museum has exhibits and galleries are refreshed regularly and that provide accurate historical information based on current research and knowledge.

Challenges

1. To take a small museum with a small staff, and a small endowment to the next level of growth.
2. To balance the management of everyday operations with the need to fundraise while also being the public "Face of the Museum."
3. To create an atmosphere at the Museum that brings staff and volunteers together as a team, and grows retention over time.

Candidate Profile

The most appealing candidate will likely be drawn from either the nonprofit sector or have sufficient skills and experience from private sector work to make their move to nonprofit employment successful. They should have experience running a museum or equivalent organization. S/he will be mid- to late career, having garnered experience in organizational planning, staff supervision, budget development and management, and fundraising.

An interest in and experience with engaging the larger community is essential. The next executive director will bring their outgoing and engaging personality to the fore and be recognized, above all others, as "the face of the Museum."

The executive director will have the skills needed to forge an early, productive working relationship with the Museum board of directors and, in particular, the board chair. Ideally the successful candidate will have experience in working with boards and active volunteers and bring to the role the ability to engage, support, and retain lay leadership and program volunteers.

Increasing private support will be a key to the Museum's future success and the next executive director will play a central role, collaborating with board and staff members, in creating and executing successful fundraising strategies and programs.

Responsibilities

- Ensure ongoing programmatic excellence, consistent quality of finance and administration, fundraising achievement, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage, energize, and provide leadership for the Museum volunteers, board members, event committees, partnering organizations, donors, and institutional funders.
- Support the Board of Directors; serve as an ex-officio member of board committees; support board engagement with the Museum strategic direction to achieve established short- and long-range goals.
- Lead, coach, develop, and retain Museum staff and volunteers.
- Develop and maintain effective systems to track established metrics and evaluate progress in membership, museum and event attendance, gifts received, financial performance, and others to effectively communicate this information to the board, funders, and other constituents.

Fundraising & Communications:

- Grow annual gift revenue from all sources, including support from individuals, private foundations, corporations, and government grants.
- Grow annual net revenue from fundraising events and related program initiatives.
- Create and execute a comprehensive communication strategy across all available channels and platforms that advances brand recognition and results in increased engagement from targeted audiences.

Planning, Business Development, and Relationship Building:

- Secure effective partnerships with prominent scholars, collectors, funders, and political and community leaders that will deepen and advance their relationship with the Museum to expand and strengthen our programs.
- Employ effective, professional planning tools and strategies to create annual work plans that are results-oriented and easily shared with Board members and other key stakeholders.
- Formulate annual goals in concert with board members with a focus on revenue growth, increased attendance and audience engagement, improved collections management, and other goals as set by the Board.
- Serve and be broadly recognized as the public face of the Museum by members, donors, and community members.

Qualifications

The Executive Director will be thoroughly committed to the Custom House Maritime Museum mission and advancement and conduct themselves in a manner beyond reproach.

Advanced degree or the equivalent combination of education and professional experience is required. Senior management experience and a track record of professional experiences effectively coaching, managing, and developing high performing teams as well as setting and achieving short- and long-term strategic objectives.

Excellent business management skills, including planning, time management, decision-making and project management.

Experience successfully developing, managing, and growing an annual operating budget.

Ability and enthusiasm for being the public face, relationship builder, and Chief Fundraiser for the Custom House Maritime Museum.

Preferred Skills and Experience

- Track record of developing and/or supporting quality programs and program evaluation.
- Significant marketing and public relations experience with the ability to engage a wide range of stakeholders.
- Expertise in grant writing and execution, major gifts cultivation, and all types of fundraising.
- Proven ability to work cooperatively, creating an effective partnership with the board of directors, enabling them to discharge their governance responsibilities and seek their engagement in sharing their skills, expertise, and work in pursuit of the Museum's mission.
- Ability to modulate between strategic and tactical responsibilities on a daily basis.
- Commitment to ensuring an inclusive, welcoming environment for all internal and external constituents, including staff, visitors, volunteers, partners and funders, community leaders, etc.
- Hands on leader who takes a "boots on the ground" approach to getting things done.

How to Apply

Resume and cover letter should be emailed to pswindlehurst@thechmm.org Your submission will be acknowledged by return email shortly after receipt. Applicants selected for consideration will be contacted on a rolling basis by a member of the Museum Search Committee. Additional information is available [at the Museum Website](#).

Compensation

\$70,000 to \$85,000 per year.

More about the Custom House Maritime Museum



The Museum also serves as a community meeting place and a hub for cultural activities. The organization often hosts museum events, small concerts, corporate meetings, and more, each of which serves to bring the Museum to the attention of the general public. This, in turn, has increased museum membership and awareness of our programming.

For a number of years, the Museum has organized its largest fundraising event around bringing a “tall ship” to the harbor. [This video](#), produced from a visit several years ago, is representative of the programming offered during the ship’s visit - including hosting corporate parties, educational programming for school visits, and tours of the ship and the Museum.

Greater Newburyport information

[Newburyport, just 35 miles northeast from Boston, is a picturesque coastal city and a historic seaport which benefits from a vibrant tourism industry.](#) The population was 18,289 at the 2020 census. Newburyport includes part of Plum Island, and the nearby Parker River National Wildlife Refuge. Newburyport is a recreational boating destination and includes a Coast Guard surf station that oversees boating activity, especially in the sometimes dangerous tidal currents of the Merrimack River. With easy access from Interstate 95, Newburyport also boasts a train station on the Massachusetts Bay Transport system, providing a direct linkage to Boston, other Massachusetts cities, and Amtrak.

Newburyport has a vibrant arts community, an active year round restaurant and entertainment district, and an attractive waterfront park, boardwalk, and harbor trail - making it a key Massachusetts tourist destination. The Custom House Maritime Museum actively contributes to the local economy and culture - making it the “destination within the destination”.

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