

From the earliest settlers who farmed shellfish and built dugout canoes, to residents and visitors of today who enjoy sunny beaches and world-class boating, Long Island's story is inextricably linked with the sea.

Established in 1966, the Long Island Maritime Museum is committed to the research, preservation and interpretation of our region's rich nautical heritage and the role of Long Island in our national maritime story. Whether it's boat building, shipwrecks, shellfish harvesting or recreational boating that captures your imagination, it's all here under our roofs, in our galleries and at our many events and programs. Young and old alike will discover the links between the Island's maritime and natural histories and will encounter some of the amazing creatures living in our local waters. L IMM is a 501c3 located at 88 West Avenue in West Sayville, New York.

JOB DESCRIPTION

The Long Island Maritime Museum is seeking an Executive Director with a comprehensive understanding of not-for-profit organizations. The qualified candidate should have excellent leadership, development, and project management skills. He or she should provide leadership across fundraising, management of staff, day-to-day operations, financial forecasting, and budgeting. The Executive Director is the public face of the Museum and must be a proven leader with a track record in fundraising and management while maintaining the highest professional standards at all times. The Museum expects a motivated work ethic to uphold community engagement, financial stability, and mission of the organization. The Executive Director reports directly to the L IMM Board of Trustees.

CORE RESPONSIBILITIES & DUTIES

- Collaborate directly with the L IMM Board of Trustees to develop long-term goals and strategy for the Museum
- Support trustee sub-committees to further their goals and objectives then develop and execute plans to support the same
- Research additional granting opportunities for both general funding as well as special projects
- Procure approved grant funding
- Establish and maintain local partnerships to expand the Museum's current member/sponsor/donor base and campaigns
- Oversee day-to-day financial operations as well as buildings and grounds maintenance
- Maintain and prepare required information for annual audits
- Prepare and present all required documents and reports for annual and monthly L IMM board meetings
- Prepare and submit annual reports as required by the county, state, federal governments, etc.
- Inspire a productive and inclusive work environment for all L IMM staff and volunteers

QUALIFICATIONS

- Minimum of bachelor's degree, in business, public administration, not-for-profit management, or related field
- Minimum of five years of experience with a proven track record in fundraising, strategic planning, budgeting, programming, staffing, and site management
- Excellent written and verbal communication skills
- Demonstrates diplomacy, sensitivity, and flexibility when interacting with diverse stakeholders
- Self-starter with the ability to simultaneously manage multiple time-sensitive tasks

- Willingness and ability to work evenings and weekends in accordance with scheduling needs
- Expertise in Microsoft Office Suite, QuickBooks
- Experience as a museum professional is a plus

JOB DETAILS

Pay: \$65,000 – \$75,000 annually (compensation based upon experience)

Hours: Full Time, Monday through Friday. Minimum 40 hours per week. Some weekend work will be required based on events

Location: In Person, 88 West Avenue, West Sayville, New York 11796

Benefits: Paid vacation and sick days. Health Care Reimbursement plan included with the position

Applicants can apply by submitting their resume and cover letters to limm@limaritime.org.