

National Maritime Historical Society
President/ Executive Director

The **National Maritime Historical Society** is seeking a new **President/Executive Director**. Interested candidates who meet the skills and specifications outlined below are asked to email their resume and cover letter to **nmhs@seahistory.org**.

The National Maritime Historical Society, headquartered in Peekskill, New York and founded in 1963, is a non-profit membership organization and the publisher of *Sea History* magazine (www.seahistory.org). The Society's mission is to raise awareness of the nation's maritime heritage and the role seafaring has played in shaping civilization—through publications, educational programs and maritime conferences, partnerships and outreach events.

The **President/Executive Director** is responsible for the overall management and leadership of this national non-profit organization with nearly 7,000 members and an annual budget of approximately \$1 million. Reporting to the Chairman of the Board of Trustees and working closely with its Executive Committee, the President's principal duties and responsibilities include:

- Management of a staff of seven employees
- Financial planning and management
- Oversight of fundraising strategies and implementation
- Event and program planning and management
- Marketing and public relations
- Member engagement and retention
- Cultivation of partnerships with maritime organizations
- Representation and participation at events, with some travel required
- Board of Trustees communications and support
- Daily operations and other duties as required

Skill sets for the ideal candidate include strong organizational skills (strategic planning, policies and procedures, a knowledge of board functions); management skills (employee relations, interpersonal leadership skills); and financial skills (basic accounting and financial reporting, budgeting, contracts).

The ideal candidate will have at minimum a Bachelor's Degree. A Master's Degree or other advanced degree is preferred, with at least ten years of experience in a non-profit management or leadership position. A background in a maritime industry or maritime history field is strongly preferred. Full time residence in the New York area is also preferred.

This is a full-time position with a competitive salary. Interested individuals who meet or exceed the qualifications should submit a resume and cover letter via email to **nmhs@seahistory.org**.