



Albacore Park, Portsmouth, NH Executive Director Job Description and Application Information

Albacore Park in Portsmouth, NH, home of the USS *Albacore* submarine and regional maritime heritage museum is seeking a dynamic Executive Director to continue the rich history of the park and lead the park into the future as a major attraction. Albacore Park is a medium sized museum with a 3 acres seaside campus that includes museum facility, visitors center, gift shop, memorial garden, submarine basin, USS *Albacore* historic submarine, parking and picnic areas, with approx. 45,000 annual visitors and full-time professional staff. The park has recently completed a museum expansion and is implementing program expansions enhancing visitor experiences.

Position Summary:

The Executive Director of Albacore Park is responsible for the overall leadership, management, and operational success of the park and maritime heritage museum. This individual will ensure that the museum fulfills its mission to preserve and present the history of the USS *Albacore* with its significance in naval history and oversee the maritime heritage museum. The Executive Director oversees all aspects of administration, fundraising, staff management, strategic planning, community outreach, and financial management.

Key Responsibilities:

- **Leadership & Strategic Planning:**
 - Develop and implement the strategic vision and long-term goals for Albacore Park.
 - Lead and inspire a small team of staff and volunteers.
 - Build partnerships with other organizations, educational institutions, and community stakeholders.

- **Fundraising & Development:**
 - Lead fundraising efforts, including grant writing, donor relations, and sponsorship development.
 - Create and manage events and campaigns to raise awareness and financial support for the park.
 - Identify and pursue grant opportunities from government and private sources.

- **Financial Oversight:**
 - Prepare and manage the annual budget.
 - Ensure proper accounting and financial reporting practices.
 - Oversee revenue generation from admissions, events, and gift shop sales.

- **Operational Management:**
 - Oversee daily operations, including staff and volunteer management.
 - Ensure the USS *Albacore* submarine and museum exhibits are maintained, preserved, and accessible to the public.
 - Manage facility rentals, special events, and educational programs.
 - Ensure compliance with safety regulations and museum standards.

- **Public Relations & Marketing:**
 - Represent Albacore Park in the local community and act as a spokesperson.
 - Build relationships with media outlets to promote the park.
 - Oversee marketing initiatives to increase attendance, membership, and overall visibility.

- **Community Engagement & Education:**
 - Develop and execute educational programs that highlight the historical significance of the USS *Albacore*.
 - Create partnerships with schools, veterans' organizations, and other community groups.
 - Organize events that engage the public and provide enriching experiences for visitors.

Qualifications:

The Executive Director shall have the following professional qualifications and experience:

- Education: Bachelor's degree in museum studies, public history, business management, or a related field (Master's degree preferred).
- Experience: 5+ years of experience in nonprofit management, museum administration, or a related field.
- Proven experience in fundraising, donor relations, and grant writing.
- Strong leadership, communication, and interpersonal skills.
- Financial management experience, including budgeting and reporting.
- Experience with public speaking and networking.
- Knowledge of naval or military history is a plus.
- Familiarity with museum best practices and accreditation standards
- Physical ability to access the Museum, park grounds and submarine

Personal Attributes:

The Executive Director shall have demonstrated

- A passion for history and education.
- Strong organizational and problem-solving skills.
- Ability to work independently and in a team environment.
- High level of integrity, creativity, and initiative.
- Ability to work effectively in a dynamic, public service and fast paced environment with several concurrent events and responsibilities

Salary:

A comprehensive compensation package is offered that includes

- Compensation Range of approx. \$68,000 to \$78,000
- Profit Sharing and Performance based incentives for a growing organization
- Benefits package including leave, holidays, health care supplement, retirement contribution, and Professional Development

Application Instructions:

Interested and qualified applicants are invited to apply

- Submit a cover letter, resume, and three professional references to **hiring@ussalbacore.org** by January 25, 2025
- Receipt of application will be provided by email
- Please do not call or send hard copies of your application
- Candidates selected for an interview will be contacted

Position Overview:

The Portsmouth Submarine & Maritime Association (PSMA) Executive Director directs the operation and management of Albacore Park. Responsibilities include ensuring cultural and historical integrity, financial stability, preservation and display of the USS *Albacore* and the overall success of the maritime museum. This position requires knowledge of fundraising, budgeting, staff management and museum operations. The Executive Director is also responsible for creating and implementing strategic plans and performance metrics that achieve the museum's mission and goals expressed by the Board of Directors.

The Executive Director (Director) is the Chief Executive Officer of PSMA and provides overall management, planning, vision and leadership for all aspects of Albacore Park. Responsibilities include programs and services development, finance, resource development, personnel resources, member services, communications, and development subject to the policies, procedures, budgets, and goals as expressed by the Board of Directors. Management of Albacore Park, PSMA, and the preservation and display of the USS *Albacore* are the principal focus of the Director's responsibilities.

The Director reports to the President of the Board in all ordinary matters and shall also keep the Board of Directors informed of matters of interest and importance needed for them to execute their responsibilities. PSMA President exercises the supervisor duties of the Board to the Executive Director.

In collaboration with the PSMA Board of Directors, PSMA Department Heads and Staff including Museum Curator, Development Director, Operations Manager, Education Coordinator, Events Coordinator Key responsibilities include:

- Provide overall governance for PSMA following existing policies and procedures and developing new policies to assist in ensuring clear communications, fair and consistent personnel policies, meeting regulations and incorporating best practices. Governance includes preparing reports, maintaining records, effective and efficient operations, establishing a healthy organizational climate and culture, positive visitor experiences, and organizational growth.
- Develop and implement the museum's Board approved strategic plan including measurable goals, performance metrics and data driven program development and operational improvements.

- Manage museum staff, volunteers and interns including empowering, delegating, developing, coaching, recognizing achievements and conducting performance appraisal including periodic check-ins, clear communication of improvements needed as warranted, conducting documenting annual performance evaluations and conducting/documenting exit interviews for outgoing personnel.
- Oversee financial management and budgeting, including maintaining records of the receipts, expenditures, liabilities and tangible assets of PSMA conforming as far as practical to Generally Accepted Accounting Principles. Prepare budgets, reports and analyses to facilitate management decisions. Prepare and submit reports and documents required by institutions and by local, state and federal governments. Manage receipt and disbursement of cash. Investigate potential grants and actively pursue grant writing.
- Establish, foster and grow relationships with community stakeholders, sponsors, other museums and PSMA membership
- Serve as the primary point of contact for PSMA in communications with external organizations. These include communications with such organizations as vendors, museums, historical groups, local commercial and volunteer groups, media organizations, etc.
- Collaborate with the PSMA Curator and PSMA Committees to Maintain and expand the museum's collections, museum programming and exhibitions that support the PSMA mission and provide visitor compelling experiences.
- Collaborate with the Development and Marketing Director and the Event Coordinator cultivating events for the park to strengthen our Donor Base and community support and increase our revenue for operations at the park.
- Collaborate with the PMMA Operations Manager to Ensure the USS *Albacore* and Albacore Park facilities and grounds are maintained in a safe and aesthetic condition. Support periodic inspections by the Navy of the submarine.
- Collaborate with the PSMA Curator to ensure compliance with federal, state and local regulations, including maintaining formal contact with the Navy History and Heritage Command (NHHC) and other lending institutions to comply with regulations for

maintaining artifacts and loaned objects. Make such formal reports as may be required by them.

- Collaborate with the Education Director to Provide a comprehensive STEM program and diverse educational programs for all visitors and off-site interests.
- Ensure Albacore Park is an inviting, safe and engaging environment and provides the best possible visitor experience.
- Ensure the PSMA Board of Directors are timely informed of items of interest including park operations, finances, programs, events, development, marketing, staffing, metrics, safety, communications, challenges and opportunities.