

Title: Executive Director, The Sailing Museum & National Sailing Hall of Fame

Employee Classification: Full Time with Benefits

Reports to: Board of Directors Executive Committee

Location: On-site in Newport, RI. Occasional regional and national travel may be required.

Salary Range: \$70,000-\$80,000

Located in the heart of Newport, Rhode Island, The Sailing Museum & National Sailing Hall of Fame celebrates the rich history and vibrant culture of sailing. Our mission is to preserve and share the legacy of the sport while inspiring future generations. Through the museum's interactive exhibits, events and educational programs, we connect visitors with the stories of sailing legends and the importance of maritime heritage. For more than a decade, the National Sailing Hall of Fame has honored those who have made a significant impact on the sport of sailing. Inductees include pioneering sailors, influential designers and dedicated contributors who have left an indelible mark on sailing's history.

Responsibilities and Expectations

We are seeking a mission-driven leader who can collaboratively build and clearly communicate a compelling vision for The Sailing Museum & National Sailing Hall of Fame. This individual will be passionate about the power of storytelling and committed to community engagement, ensuring TSM/NSHOF serves and connects with the entire community. The ideal candidate is an energetic, externally focused professional with a high level of emotional intelligence, dedicated to making TSM/NSHOF a more impactful institution while maintaining financial health and expanding its service to our mission.

The Executive Director will lead with integrity, fiscal responsibility and a strong dedication to public outreach, fostering a culture of accountability and collaboration in partnership with the Board of Directors. They will be responsible for driving the museum's growth through strategic fundraising initiatives, ensuring both financial stability and long-term sustainability. The Executive Director will cultivate a network of dedicated donors, members, community advocates and partners.

The Executive Director will be a strategic thinker, team builder, communicator, fundraiser and innovator, with a proven ability to translate vision into actionable results. They will also uniquely convey the museum's story and its community role, bridging the past and present, uniting the rich collection with the living sport of sailing, and inspiring a broad, inclusive audience. A key priority is to create a people-first environment that embodies best practices, emphasizing respect, accountability, learning from mistakes, collaboration and transparency. A deep commitment to accessibility, inclusivity and diversity is essential.

Leadership and Board Relations

- Set the operational and cultural tone with enthusiasm, collaboration, transparency and proactive communication while promoting equity, diversity, inclusion and accessibility in all operations and programs.
- Oversee daily operations, fostering a collaborative environment for staff, volunteers, vendors and stakeholders.
- Develop and maintain a strong working relationship with the Board of Directors to foster their engagement in the museum's operations and goals, while collaborating closely with them to shape and execute strategic plans emphasizing fiscal responsibility, sustainability and long-term growth.
- Create and implement an annual operating plan with clear, measurable objectives to align staff and secure their commitment to success, while providing accurate and timely reports to the Board on finances, activities, challenges and services to ensure informed decision-making.
- Execute yearly Hall of Fame Induction events, supporting the Selection Committee's cycle and organization.
- Engage with Hall of Fame inductees for public programming and special events. Foster positive relationships to enhance the museum's regard as a center for leadership and teamwork building.
- Establish and monitor key performance indicators to measure the impact and effectiveness of the museum's programs and activities. Monitor operational activities to assure that mission requirements are effectively fulfilled with a view toward best practices, cost effectiveness and sustainability goals.

Staff and Operations Oversight

- Serve as a role model by leading, mentoring, and inspiring museum staff while fostering a positive, inclusive work environment. Set clear expectations, deadlines and deliverables to cultivate accountability and excellence.
- Oversee staff in public-facing projects such as visitor services, public programming, the museum store, communications, marketing, and facility maintenance, as well as internal initiatives including advancement, membership services, partnerships, exhibits, archives and collections.
- Maintain appropriate record-keeping systems consistent with museum industry standards and sustainability practices.

Community Engagement

- Serve as a spokesperson and ambassador, engaging with a wide range of constituents—including business owners, schools, colleges, elected officials, and the media—to promote TSM/HOF vision, brand and reputation while maintaining a strong community presence.

- Advance and implement the museum's commitment to STEAM/STEM education, outreach, and community engagement, while expanding programs that serve low-income and underrepresented communities to ensure inclusive growth and access.
- Build and sustain partnerships with local and regional leaders across various sectors, fostering long-term, impactful relationships that drive innovation and educational outreach.
- Collaborate with staff to design engaging, accessible programs for diverse audiences, including students, families and lifelong learners, and foster a culture of innovation to encourage new ideas in program development.

Fundraising and Fiscal Management

- Oversee all financial operations, including cash flow management, accounting, bookkeeping, budgeting, auditing and risk management, and manage the museum's databases and records to ensure compliance with regulatory requirements and uphold financial integrity and transparency.
- Cultivate and maintain relationships with donors to ensure responsible stewardship, ongoing communications, while building sustained support and engagement with individual, corporate, foundation and other stakeholders.
- Develop and execute a comprehensive fundraising plan to diversify and expand the organization's funding base, including membership programs, major gifts, planned giving initiatives and high-impact fundraising events/campaigns.

Museum Curation and Collections Care

- Plan, design and develop engaging and informative exhibits to align with strategic goals. Coordinate with exhibit designers, fabricators and other professionals to ensure the successful execution of exhibit projects. Incorporate interactive displays, multimedia presentations and other innovative techniques to enhance visitor experience.
- Ensure all aspects of physical and records management for the museum's collections are handled in accordance with museum best practices and professional standards. This includes maintaining accurate records, insurance documentation, titles, and ensuring proper storage, security, risk management and preventative conservation measures.
- Oversee the care, management, shipping logistics, receipt, accessioning, cataloguing, labeling and documentation of objects on loan or acquired for TSM's collections, ensuring adherence to current industry standards and best practices.
- Manage all aspects of incoming and outgoing loans and temporary exhibitions, including contractual arrangements, loan agreements, compliance with exhibition contracts, condition reports, photographic and archival documentation, and related cataloguing.

Qualifications

Education:

B.A. required, master's degree preferred in a related field, or equivalent life experience

Knowledge and Experience:

A minimum of 3-5 years of executive or management experience as an administrator and project manager. Experience working in collaboration with diverse constituents, partner entities and stakeholders in the local community and across a broad network.

Ability to maintain positive and productive Board relations, ensuring transparency and best practices for Board development and governance.

Passion for developing and expanding educational programs and effectively promoting offerings to broaden engagement and impact.

Financial acumen and management, oversight of development and management of an annual budget.

Possess a work style that is closely aligned with TSM/NSHOF values including integrity, humility, teamwork/collaboration, respect for others and commitment to continuous learning.

Skills and Competencies

Lead with strong organizational, supervisory, communication and team-building skills to lead, manage and motivate a diverse team of employees and contractors, while demonstrating self-motivation, emotional intelligence, accountability and transparency.

Demonstrate strong analytical and solutions-oriented skills with the ability to connect data points and evaluate details. Possess a proven track record of exercising sound and timely judgment.

Act as a hands-on leader and consensus builder with a collaborative working style; a person who will gain the respect and credibility of all key constituencies; an outgoing "people-person" who will warmly embrace the staff and the community.

Display persuasive and accomplished fundraising acumen, with strong external relations and the ability to identify potential partnerships or other revenue-generating opportunities.

Work is primarily performed in an office setting. Role involves the use of standard office equipment and keyboards. Must be able to lift and carry small parcels, packages and other items. Ability to walk short distances within the office and surrounding areas. Driving a vehicle for the delivery and pickup of materials is required. Ability to move rolling exhibitions in coordination with other staff for special events. Occasional travel is necessary for special events and onsite troubleshooting.

Preferred Qualifications for the Role

- Knowledge of museum techniques, practices and standards regarding exhibitions, registration methods, new acquisitions, collection records and cataloguing, and conservation.
- Proven success in grant writing and securing awards.
- Working knowledge of donor databases and current digital platforms, including social media, project management tools, and websites.
- Familiarity with sailing and boating desired but not required.

How to Apply

Visit <https://thesailingmuseum.org/about/careers/> to apply online via our submission form.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this position!