

## **Chatham Marconi Executive Director Job Description**

The Chatham Marconi Maritime Center, located in Chatham, MA, was founded 20 years ago as a grassroots effort to preserve and showcase the history of “The World’s Greatest” ship to shore communication station, WCC. Originally commissioned by Guglielmo Marconi, an inventor who won the Nobel Prize in 1909 for his contributions to the development of wireless telegraphy, the Chatham station was in use from 1920 until 1997.

Over the last 20 years under Chatham Marconi, two distinctive red brick buildings on Route 28 have been transformed into a museum and educational center inspiring, engaging and educating people of all ages about how groundbreaking wireless technologies were launched in Chatham, played a pivotal role in the maritime history of our country, and have continued to connect people and transform lives.

The Center delivers on its mission in three ways: the Marconi-RCA Wireless Museum that traces the story of wireless communication from Marconi’s day through the 20th century, STEM educational and enrichment programs on the campus and in area schools, and year-round programs and special events.

### **Position Overview**

Chatham Marconi Maritime Center seeks an Executive Director who will provide the dynamic leadership necessary to grow the organization from a local maritime communications museum and educational center with primarily summer programming into a regionally recognized institute of communications and technology with year-round operations.

The right candidate will be a strategic and business-minded leader capable and comfortable with a wide range of responsibilities including program management and delivery, fundraising, growth marketing, employee and volunteer leadership, community outreach, partnership development and financial management.

The Executive Director - with input and assistance from the Board of Directors - will be responsible for developing a rolling 3-year strategy, with goals and financial projections that enable the organization to move toward its 10 Year Vision (available [here](#)), and leading the paid and volunteer team to execute on the strategy. The Executive Director will benefit from a Board of Directors deeply invested in Chatham Marconi’s success with a history of volunteering in and leading all aspects of the organization as we build financial capacity to hire more staff.

The Center’s operations reflect the region’s seasonal tourism, with most museum visits in the summer/fall. STEM education programs operate in schools during the school year and on campus during the summer. As the organization grows, the vision is to develop programming to appeal to the year-round community and reduce the operation’s seasonality.

## **Responsibilities**

- Lead the development and execution of a rolling 3-year strategic growth plan for the overall organization and for each of the three core offerings: museum, STEM educational programs, and special events.
- Foster an inspiring culture that engages a community of visitors, students, donors, and volunteers and promotes the mission of the Chatham Marconi.
- Manage a small paid staff and large team of knowledgeable volunteers with a eye toward growing the paid staff as the organization grows
- Supervise the day-to-day operations of the 3 key customer offerings
  - *Marconi-RCA Wireless Museum* (paid staff and volunteers)
  - Educational Programming: *Chatham Marconi TechSmart* (paid staff), Summer STEM (paid staff), and STEM After School (paid staff)
  - Events: Speaker Series, Member Engagement Activities, Fundraising Gala (volunteer)
- Grow donations and the endowment by developing and cultivating relationships with foundations, corporations, and individual donors.
- Build an effective and robust marketing plan to attract more visitors, more attendees, and more students to drive more revenue.
- Serve as chief spokesperson and advocate bringing to life the mission, values and spirit of Chatham Marconi locally, regionally, and with science and technology museums and education centers.
- Establish strong partnerships and collaborative relationships in the community, including schools, museums, businesses, and attractions.
- Work with the town of Chatham regarding property lease and municipal matters.
- Oversee facilities, including security and maintenance. Ensure valued assets are preserved and protected.

## **Desired Qualities**

- Visionary and strategic leadership with knowledge of and appreciation for technology and communication science
- Strong interpersonal and management skills to inspire and lead paid and volunteer staff and an active Board of Directors
- Excellent communication skills with strengths in writing, public speaking and coalition building.
- Creative, motivating, organized, flexible self-starter with steady judgment to handle a variety of responsibilities and situations
- Effective fiscal leadership and budgetary management skills
- Experience as active participant in museum, education, and nonprofit settings

## **Work Schedule**

- Full-time, year-round exempt position.
- Combination work-from-home and on-site

- Occasional evening and weekend hours.
- Starting date negotiable
- Local residence or reasonable commuting distance preferred. Winter off-Cape residence considered with strong credentials and flexibility.

### **Salary and Benefits**

- Competitive salary and benefit package commensurate with education and experience.

### **Required Qualifications**

- Bachelor's Degree or equivalent in combined education and experience
- Minimum of five (5) years related experience
- Minimum of three (3) years in management or leadership role

### **Application**

Letter of application and current resume in Adobe PDF format should be e-mailed to [ExecutiveDirector@ChathamMarconi.org](mailto:ExecutiveDirector@ChathamMarconi.org) . Questions about the position may also be e-mailed. To expedite responses, please provide phone contact information.