



IWASM Executive Director Job Description

The International Women's Air & Space Museum (IWASM) is a 501(c)3 nonprofit organization whose mission is to collect, preserve, and showcase the history and culture of women in all areas of aviation and aerospace; educate people of the world about their contributions; and inspire future generations by bringing the history to life. IWASM is located in the Burke Lakefront Airport in downtown Cleveland, OH.

Position Summary:

The Executive Director is responsible for the overseeing all facets of the museum daily operations, leading the execution of board defined goals and objectives, managing, recruiting and mentoring staff, volunteers, and interns, and works closely with the IWASM Board of Trustees and Advisors on a multitude of projects for the organization's continued growth.

Duties and Responsibilities:

- Direct and administer fundraising and development (i.e., grants, Legacy Giving, membership), marketing, providing strategic vision, collections stewardship, business administration, financial management, and human resource management for paid and unpaid staff and interns.
- Oversee and coordinate all public relations for the museum including, but not limited to: print, social, and other forms of new media to bring visitors to the museum both in person and virtually.
- Provide vision and leadership at all levels of the organization in the development of annual and multi-year strategy and initiatives.
- Manage a diverse group of individuals including paid and unpaid staff, volunteers, interns including but not limited to recruiting, hiring, managing, and evaluating.
- Coordinate all educational programming for learners of all ages, aligning k-12 programming with state and national education standards.
- Work closely with the Treasurer and Finance Committee to develop annual budgets and investment management.
- Represent IWASM at local, state, regional, and national conferences and within organization, while maintaining strong connections with numerous community stakeholders.
- Collaborate with the Board of Trustees regarding museum operations, proposing policy for approval, and ensure IWASM is acting effectively and efficiently with current and long-range needs/plans.
- Perform all registration activities for the collections according to the IWASM's Collections Management Policy.
- Be available to work occasional weekend and evening hours for special events and meetings.
- Define, develop and construct exhibits out of the collections and from other relevant sources alongside the Collections Manager and other IWASM staff and volunteers.
- Lead tours and programs to museum visitors and to outside organizations, training docents as needed.

Required Skills/Experience:

- Minimum of an undergraduate college degree required and masters-level degree preferred in nonprofit administration, humanities discipline, museum studies, public history, business, library sciences, or closely related field.
- 3-4 years' progressive experience in organizational management.



- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, marketing, leadership, and coordination of people and resources.
- Ability to analyze operational data to evaluate performance of programs and staff in meeting objectives and determine areas of program improvement, policy change, and cost-effectiveness.
- Proven experience in grant writing and grants management.
- Experience in non-profit governance, historic collections and archives, and capacity building.
- Experience in database management, with competency with Quickbooks, Microsoft Office, CRM, and PastPerfect, or other closely related program.
- Demonstrated experience managing multiple projects at once.
- Exceptional written and oral communication skills.
- Energetic, personable, courteous, and professional when engaging visitors and the community.
- Flexible and adaptable, ability to work outside normal business hours as necessary including required weekend of the Cleveland National Air Show.
- Be a team player while completing projects in a timely and professional manner despite interruptions.
- Have a high attention to detail that requires minimal oversight and correction.
- Be open to suggestions and actively strive for best practices in the museum and non-profit fields.

Reporting:

This position reports to and works closely with the Board President, Executive Committee, and Board of Trustees.

Work Environment:

Standard office environment when doing administrative tasks; some work within collections storage areas. Must be able to lift 20 pounds and be able to bend, stoop, stand for extended periods of time occasionally, and climb ladders as necessary. Other reasonable duties as requested or assigned. Must have a reliable mode of transportation.

Compensation:

This position is a full-time salaried position beginning at \$40,000-43,000, and commensurate with experience. The position offer offers two weeks paid time off, 10 paid holidays, and a modest professional development fund. No other benefits are provided.

To Apply:

Interested individuals must submit a cover letter, resume, and the contact information for three (3) professional references to IWASM Board President, Marcy Frumker at iwasmboard@gmail.com. Email subject line must read "IWASM Executive Director Application." Applications must be submitted by 11:59 pm EST on Saturday, January 18, 2025. No phone calls or mailed applications will be accepted.

The International Women's Air & Space Museum is an equal opportunity employer.

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