

THE STEAMER VIRGINIA V FOUNDATION

Job Title: Executive Director
Reports to: Board of Directors through the Board President
Compensation: \$60,000 and up/year salary, DOE.
1 FTE. Benefits negotiable.

Background: The Steamer Virginia V Foundation (the Foundation) is a 501(c)(3) that owns and operates SS VIRGINIA V, a National Historic Landmark. SS VIRGINIA V is a 125', steam powered wooden passenger vessel, built in 1922. The Foundation was formed in 1979 to preserve, operate, and interpret SS VIRGINIA V, the last of the Puget Sound's "Mosquito Fleet" steam ships. Approximately 20,000 individuals visit the vessel annually at her permanent home at Lake Union Park in Seattle's South Lake Union neighborhood. These visitors come for public boat rides, private charters, educational programs, and more. The vessel takes about 50 underway trips a year.

Job Summary: The Executive Director is the key management leader of the Steamer Virginia V Foundation. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

The position oversees a staff of five, plus a contracted bookkeeper. An organizational chart is available upon request. In addition, there are approximately 100 active volunteers who donate their time to the operations of the SS VIRGINIA V.

Core Functions:

Financial Performance and Viability:

- Cultivate earned and contributed revenue sufficient to ensure the organization's financial stability.
- Maintain effective reporting and oversight procedures to meet current and evolving needs.
- Ensure consistent quality of financial and administrative systems.

Organization Operations:

- Ensure the safe operations of SS VIRGINIA V in compliance with all United States Coast Guard regulations.
- Oversee resource allocation (personnel, financial, materials, skills) to provide for the long-term preservation of SS VIRGINIA V based upon the Secretary of the Interior's standards for historic vessel preservation and practices of sound vessel maintenance and repair.
- Ensure programmatic offerings meet high quality standards and fulfill the mission and strategic goals of the organization.

Fundraising & Communications:

Post Office Box 9566 □ Seattle, Washington □ 98109-0566
Tele 206.624.9119 Fax 206.381.3715

www.virginiav.org

The Steamer Virginia V Foundation is a non-profit organization under section 501(c)(3) of The Internal Revenue Code.
Our IRS Federal Identification 91-0989160

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- Expand and refine fundraising activities, including grant-writing, to support existing operations, vessel preservation, maximize near and long-term success, and sustain resources for core activities.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Serve as the public speaker and public relations representative in ways that strengthen the profile of the organization.
- Forge and maintain relations of trust with stakeholders, partners, and external authorities.

Leadership & Management:

- Actively engage and energize the Steamer Virginia V Foundation volunteers, board members, committees, donors, partnering organizations, and grantors.
- Lead, coach, develop, and retain the organization's staff.
- Collaborate with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Manage and refine business plans to attain the goals and objectives as set by the Board of Directors.
- Maintain transparent communication with Board of Directors in all aspects of operation.

Requirements:

- Non-profit management experience.
- Experience in one or more aspects of the maritime industry, history, preservation, or other related fields.
- Demonstrated success in fundraising, donor management, and grant writing with the ability to critically evaluate and improve performance.
- Experience in organizational management with the ability to coach staff, set and achieve strategic objectives, and manage a budget.
- Demonstrated success in working with a Board of Directors with the ability to cultivate existing board member relationships.
- Marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator.
- Ability to collaborate with diverse groups of people, while maintaining a positive attitude, and self-directed pace.

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Desired:

- Educational programming and volunteer management experience
- Familiarity with maritime industry
- Management of a U.S. Coast Guard licensed passenger vessel
- Eagerness to learn, and willingness to accept mentorship and direction.

To apply:

Please submit a cover letter and resume to:

Douglas Edward Weeks

Email: doughweeks@gmail.com

Phone: 206.922.9177

Applications accepted until October 4th, 2019

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