

## **Executive Director – Selfridge Military Air Museum**

### **Part-Time**

#### **Position Summary:**

The Michigan Air Guard Historical Association (MAGHA) seeks a resourceful and visionary Executive Director to lead the Selfridge Military Air Museum (Museum) during an exciting period of growth and development. The Executive Director will provide overall leadership for the Selfridge Military Air Museum (Museum) operations and is responsible for advancing the Association's mission, strategic vision, and long-term sustainability while implementing the mission and policies established by the Board of Directors. This position oversees all aspects of the museum's operations, including strategic planning, financial management, fundraising, community engagement, collections and preservation, education, and exhibits.

This is a part-time position reporting to the Board of Directors with the potential for full-time work. The ideal candidate is a skilled nonprofit leader with a strong background in business, fundraising, organizational management, and community engagement.

#### **Primary Responsibilities:**

##### **1. Strategic Leadership:**

- Lead the organization in executing its mission, vision, and strategic priorities as established in partnership with the Board of Directors.
- Develop and implement multi-year strategic plans, annual goals, and measurable performance outcomes.

##### **2. Financial Management:**

- Oversee all financial activities, including budgeting, forecasting, reporting, and audit preparation in coordination with the Treasurer.
- Provide accurate and timely financial reports to the Board of Directors.

##### **3. Fundraising & Development:**

- Develop and execute a comprehensive fundraising plan, including individual giving, corporate sponsorship, and grant writing

##### **4. Team Leadership:**

- Recruit, mentor, and supervise a talented and diverse team of staff, interns, and volunteers.
- Cultivate an inclusive, mission-driven workplace culture emphasizing collaboration, professional growth, and innovation.

##### **5. Community Engagement & External Relations:**

- Build and sustain positive relationships with the Selfridge Air National Guard leaders and community partners, such as the Base Community Council.

- Serve as the primary ambassador of the Museum at community events, professional conferences, and in local and regional media.

**6. Exhibitions, Collections, Education, and Preservation:**

- Create and maintain standards of excellence for all collections, displays, education, and preservation of historic artifacts.
- Set guidelines for responsible acquisition and ensure compliance with Department of Defense guidelines for care, storage, and exhibit of artifacts and historical aircraft.
- Support innovative approaches to interpretation, accessibility, and educational outreach.

**Qualifications:**

- Experience in business, nonprofit management, history, museum studies, or related field preferred.
- Proven success in fundraising and capital campaigns.
- Strong communication, organizational, and interpersonal skills.
- Experience managing staff and volunteers.
- Knowledge of museum standards and retail management is a plus.

**Compensation:** Range is \$20,000 to \$25,000.

Please send resume and cover letter to: Michael Viterna at 175 2<sup>nd</sup> Street, Belleville MI 48111; or via email to [mviterna@viternalaw.com](mailto:mviterna@viternalaw.com). Visit <https://selfridgeairmuseum.org> for more information about our organization.