Executive Director—390th Memorial Museum

The 390th Memorial Museum, located in Tucson, Arizona is seeking a dynamic Executive Director to lead the organization towards its goal of becoming a world class historical museum, fully accredited by the American Association of Museums, and a leader in the study of World War II history.

The Museum
The 390th Memorial Museum honors and memorializes those who served in the 390th Bomb Group and to educate the public on their service and sacrifice in the cause of freedom. Conceived by the 390th’s Commanding Officer, Colonel Joseph A. Moller, the museum was built by the 390th Bomb Group family members four decades after the end of World War II. A highly personalized experience, the museum centers around the restored B-17 aircraft *I’ll Be Around* with exhibitions on the history of the European air wars through the lens of the 390th Bomb Group’s experience.

Through the grassroots efforts of the 390th Bomb Group’s families, the museum today continues to thrive through the support of the veterans’ descendants, partnerships with associated museums, and military organizations. The 390th Memorial Museum is governed by a volunteer Board of Directors. It has 7 staff members, a dedicated group of 50 volunteers and an annual operating budget of $900,000. The museum’s vision is to be the premier research and historical learning center focused on the 390th Bomb Group, using technology and outreach programs to increase public awareness and support. The much-anticipated *Masters of the Air*, an upcoming miniseries about the Eighth Air Force during WWII, will expand the appeal of the museum to national and international audiences.

The Location
Tucson is a world-class city known for its unique intersection of Hispanic, Native American and Anglo cultural influences. In addition to the 390th Memorial Museum, Arizona’s second largest city hosts many outstanding museums and cultural institutions including the Arizona-Sonora Desert Museum and the Mission San Xavier del Bac. It is the home of the University of Arizona, a leading center of scholarship and learning. With an annual average of 350 days of sunshine, the city has a reputation as a haven for outdoor enthusiasts. The rich diversity of Tucson’s surrounding landscape can be explored at the Tohono Chul, Tucson Botanical Gardens, Saguaro National Parks, Mt. Lemmon and several nearby state parks. Even with the challenges of the 2020 pandemic, Tucson remains a popular tourist destination, attracting 5.8 million visitors in that year who spent an estimated $2.6 billion. Experts expect to see at least a 20% increase in visitor numbers in 2022. The 390th Memorial Museum is located on the grounds of the Pima Air and Space Museum, a prime location which attracts more than 200,000 visitors annually.

The Position
The 390th Memorial Museum is seeking a dynamic Executive Director to lead the organization towards its goal of becoming a world class historical museum, fully accredited by the American Association of Museums, and a leader in the study of World War II history. The Executive
Director is responsible for providing strong leadership while working with Museum staff to meet the highest standards of excellence in financial management, collections management, exhibits, and programming. The Executive Director reports directly to the Board of Directors, leads a staff of 4 full-time staff, 3 part-time staff, and 50 volunteer docents and manages an annual budget of $900,000.

Key Responsibilities

- Manage and support staff and volunteers, including recruiting and training a diverse staff who can meet the strategic needs of the Museum;
- Sustain a positive and productive relationship with the Pima Air and Space Museum;
- Encourage and mentor staff to develop their technical and subject matter expertise;
- Collaborate with Board of Directors to develop and implement strategic plan for the Museum;
- Oversee marketing, fundraising, program development, and human resource functions, while upholding current best practices in the museum and nonprofit fields;
- Set Museum budget and monitor ongoing financial performance;
- Develop and maintain relationships with community partners, including government, business leaders, volunteers, donors, and veterans;
- Implement and maintain systems to ensure compliance with best practices in finance, museum management, collections, archives, and education;
- Work closely with Board, staff, volunteers, and other stakeholders to ensure programs achieve mission goals;

Requirements

Bachelor’s degree required, Master’s Degree in Museum Studies, Nonprofit Management, Public History, or related field preferred;
5+ years of senior leadership experience in a nonprofit or museum, including direct personnel supervision;
Strong and effective organizational and administrative experience;
Ability to develop, administer, evaluate, and communicate strategic plans and other resources.
Strong business management experience, including developing and managing an annual operating budget;
Successful record of developing relationships with community stakeholders as well as donors, staff, and Board members.

Salary and Benefits

The annual salary range is $100,000 to $115,000 plus benefits.

How to Apply

Applications submitted before April 29, 2022 will be given preference. Applicants should send a cover letter, resume, and contact information for no more than three references to Dr. Brent Glass at 390museumsearch@brentdglass.com
The 390th Memorial Museum is an equal opportunity employer and supports the values of diversity, equity, access, and inclusion in the workplace.