



Job Announcement

Executive Director

Rosie the Riveter Trust
Pt. Richmond, CA

OVERVIEW

The Board of Directors of Rosie the Riveter Trust is seeking a resourceful and visionary leader with successful experience in non-profit capacity building and a keen passion for historical preservation, particularly as it relates to conveying the story of the American home front during World War II. In partnership with the Board of this all-volunteer organization, the executive director will carry forward and build on Rosie the Riveter Trust's ten-year record of accomplishments in establishing and supporting projects and programs of the Rosie the Riveter/World War II Home Front National Historical Park. The executive director is expected to have the capacity to assess and develop new opportunities, implement change and carefully manage resources for long-term organizational sustainability and growth.

ABOUT ROSIE THE RIVETER TRUST

On October 25, 2000, President Clinton signed into law the legislation creating Rosie the Riveter/World War II Home front National Historical Park. This park was designed to recognize all those who toiled in the "arsenal of democracy" to ensure victory, and to particularly commemorate women's contribution to America's home front effort. Richmond was chosen as the site to tell this story because it exemplifies the home front story. It housed over 50 war-related industries and has an unusually rich collection of industrial and community-based sites that were built for the war effort and remain intact. Richmond is also a microcosm of the social and economic changes that the World War II mobilization initiated and that are our legacy.

The Rosie the Riveter Trust (the Trust) is a cooperating association to the National Park Service. The Trust predates the formation of the Park, anticipating its inception by nearly a year. Since its founding, the Trust has assisted in funding the Rosie the Riveter Memorial dedication, launched and maintained a website, contracted for an oral history video, added park sites to the National Register of Historic Places, assisted in funding the expenses of numerous public meetings and workshops, and participated as a fiduciary agent and manager to develop an interpretive script. The Trust has supported Rosie's Girls (a summer program for middle school students in collaboration with the YMCA), developed Richmond's annual community-wide Home Front Festival, and created a tradition of hosting an annual gala with a home front theme to raise funds and awareness. Since 2000, the Trust has raised over \$5 million in grants and another \$3 million in tax credit financing for projects and programs.

In early 2011, the Trust will open the Richmond Maritime Center, a war-era childcare center that the Trust has acquired and renovated through a public-private collaboration that included the City of Richmond, Contra Costa County, the local school district, and the Richmond Community Foundation. The Maritime Center will house a pre-school, a National Park Service interpretive site, a charter school, and offices. It is the cornerstone project of a neighborhood development plan that is dramatically improving one of Richmond's residential areas. The Maritime Center is operated by Richmond Maritime Center, Inc., a for-profit corporation wholly owned by Rosie the Riveter Trust.

Another major project is development of the national park's Visitor Center, which will be located in a historic building on the Richmond waterfront. When the Visitor Center opens in early 2012, it will tell the World War II home front story through exhibits, films, and educational programs. The Trust is beginning to plan a museum store/gift shop that will be centrally located in the Visitor Center so park visitors can take a reminder of their home front experience home with them.

The Trust is governed by a 10-member Board of Directors and had a 2010 annual operating budget of \$3 million, including the Maritime Center grants and construction project. The Trust hired a consultant in June, 2010, to serve as interim Executive Director and assist the Board in preparing for permanent staff. There is a contracted bookkeeping service but no other staff employed with the Trust at this time.

For additional information about Rosie the Riveter Trust please visit: www.rosietheriveter.org

CORE STRATEGIC DIRECTIONS

The Board of Directors recently reviewed the strengths and opportunities facing Rosie the Riveter Trust. Building on the progress of the past decade, the board identified several strategic goals. The incoming Executive Director will be charged with leading an inclusive process for implementing the strategies needed to achieve these goals.

- Support and assist NPS programs and efforts to preserve current and future Park assets, facilities, personal recollections and artifacts to tell the World War II home front story.
- Maintain and build relationships and partnerships to further the goals of the Park and to raise public awareness of the Park and its story of the World War II home front.
- Strengthen the Trust's existing organizational capacity.
- Develop a more diverse funding stream to support the mission of the Trust.

JOB DESCRIPTION

Strategy and Vision

- Works with Board of Directors in leading and facilitating organizational development in pursuit of the organization's strategic goals.

Program Development

- Develops program priorities, standards, and implementation plans with the Board of Directors and its committees, in coordination with National Park Service.

Administrative Management and Leadership

- Manages the organization, including all administrative and fiscal policies and procedures, maintaining the highest quality of operational and professional management.
- Ensures that the agency is appropriately structured and staffed with competent employees, maintaining a culture that relies on teamwork, mutual respect, and commitment to the Trust's mission.

Fundraising and Public Relations

- Maintains marketing and community relations programs that enhance the Trust's visibility and reputation in the community.
- Works with the Board of Directors in identifying and pursuing a diverse revenue stream to support the agency, including a large group of major donors.

Advocacy and Partnering

- Develops coalitions and collaborative programs with government and community providers that are mutually beneficial and ensure the mission of the Trust is fulfilled.

Board Relations and Development

- Assists the Board in its efforts to diversify and grow to become an even more effective governing body.
- Keeps the Board informed of internal and external issues important to the Board's planning and policy development responsibilities.

QUALIFICATIONS

The ideal candidate will bring a demonstrated ability to manage projects from inception through completion involving multiple partners, complex financing and shifting timelines and help the Trust transition, during a period of rapid growth, from a "founding" entity to a smoothly running adjunct to the Park.

Required

- A minimum of five years nonprofit leadership experience including working with a Board of Directors.
- Strong financial management skills—experience in maintaining the financial health of a program with multiple and shifting funding streams.
- Successful experience in managing significant organizational growth, including leading marketing and fundraising efforts to support growth.
- Demonstrated commitment to the Trust's mission.
- Excellent oral and written communication and presentation skills.
- Experience and comfort working with government agencies.
- Ability to build and maintain relationships and work with people across multiple disciplines (both public and private) within a diverse community.
- Bachelor's degree.

Preferred

- Major capital and/or programmatic project management experience.
- Prior experience working with a cooperating agency and/or the National Park Service.

SALARY & BENEFITS

Rosie the Riveter Trust is offering a competitive salary range of \$90-110K based on the selected candidate's experience and qualifications plus an allowance for medical and dental coverage.

APPLICATION PROCESS

Executive Transitions, a program of CompassPoint Nonprofit Services has been retained by Rosie the Riveter Trust to conduct the candidate search. Applicants should send their resumes and cover letters describing their qualifications and interest in the position to RosieTrust.search@compasspoint.org. Applications without cover letters will not be considered. Deadline for submission is 9 AM Monday February 14th, 2011.

Interviews will be held on a rolling basis.

Do not contact Rosie the Riveter Trust directly.