

## EXECUTIVE DIRECTOR FOR THE CHINA LAKE MUSEUM

The China Lake Museum Foundation (CLMF) is a 501 (c) (3) corporation supporting and overseeing the daily operation and maintenance of the US Naval Museum of Armament and Technology Exhibit Center, located on the Naval Air Weapons Station, China Lake, CA.

The CLMF is raising funds to establish a self-sustaining, historical, educational, and entertaining museum (to be named the China Lake Museum) in the city of Ridgecrest to improve public access to enhance tourism and increase education outreach benefits to the community and the general public. The Museum will share the history of China Lake and the development of naval armament and technology in which China Lake was a pivotal player. The Museum will serve as a salute to all of those who have participated in the unique partnership of uniformed personnel, civilian scientists and the private industry workforce.

The CLMF intends to hire an individual to fill the position of Executive Director. This individual will support the museum in its current location and in the future location in Ridgecrest, CA.

### **Position Summary**

The Executive Director for China Lake Museum Foundation (CLMF) will oversee the finances, staff and operation of the China Lake Museum Foundation and the Museum; will provide leadership necessary to help the staff carry out goals; will work with the appropriate VPs to accomplish CLMF goals.

The Executive Director will oversee and be responsible for the completion of all aspects of fundraising, communications and planning. The Executive Director will articulate the mission and vision of CLMF to prospective donors and the community at large.

Will report to the China Lake Museum Foundation Board of Directors,

### **Experience and Qualifications**

Ten plus years of related experience, preferably in fundraising and/or non-profits; Experience in Public Relations is highly desirable; Five plus years of related museum experience is highly desirable; Proven track record in leadership fundraising programs, including success in managing and executing capital campaigns, development of cultivation strategies, solicitations, stewardship of donors, drafting proposals and securing grants; Excellent written/oral communication and presentation skills; Self-motivated, creative and entrepreneurial; Willingness to travel within the United States; College degree required, master's degree preferred; Strong computer skills, including familiarity with fundraising database systems; Service in or familiarity with the United States Armed Forces a plus.

### **Compensation**

CLMF offers a competitive compensation package.

Please contact Alice Campbell at (760) 377-0056 for salary range and information regarding the submittal of resume. All resumes must be submitted by 21 February, 2012.