

# **Executive Director, Hawaii Army Museum Society**

Employment Type: Full-Time

Non-Profit Organization

## Organization Summary:

The Hawaii Army Museum Society (HAMS) was chartered as a 501 (c) (3) organization in 1976 to provide support for the development of the U.S. Army Museum of Hawaii located at Fort DeRussy. It provides support for the continuing development of exhibits and improvements at the Museum through annual fund-raising events, coordination with individual and corporate donors, and operating and staffing a Museum Store. HAMS also provides an education program for the general public, and more specifically, high school JROTC cadets focused on the history of the Army in the Pacific.

## Position Summary:

The Executive Director reports to the President, HAMS and the Executive Committee (EXCOM). As a member of the EXCOM, performs a key role in advising the members on the status of operations, assists in the development of HAMS policy, and long-range budgeting and planning efforts.

## Responsibilities include, but are not limited to:

- Maintain the HAMS Administrative office located in the Army Museum.
- Provide oversight of the Museum Store operations and supervision of the Store Manager and Sales Associate positions.
- Monitor activities to identify trends and best practices, measure impact of specific actions, identify and address issues as they arise and adjust plans as required.
- Maintain HAMS financial records to include appropriate reports to the Board of Trustees, EXCOM, an external accounting firm, and select government agencies.
- Create and manage all contractual agreements for projects in support of HAMS and the Army Museum as approved by the EXCOM.
- Works with a Board of Trustees, Museum staff, volunteers, government organizations, businesses and individuals in the military and civilian communities to achieve approved goals of HAMS.
- Works with appropriate committees to coordinate all fundraising and special event activities and provide necessary reports to the EXCOM and Board of Trustees.

## Required Qualifications:

- Strong interpersonal and organizational skills.
- Supervisory and management experience.
- Demonstrated ability to work productively, both independently and as part of a team.
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher), QuickBooks Pro, QuickBooks Point of Sale, FileMaker Pro or similar database software.

- Retail business experience.
- Personality suited for working in a small organization where teamwork and resourcefulness are highly valued.
- Self-directed/self starter with ability to manage multiple activities simultaneously.

Desired Qualifications:

- Bachelor's degree in Business Administration or equivalent experience.
- Experience working with non-profit organizations.
- Experience with fund-raising activities.
- Experience working with the military community.
- Experience working with Federal Government organizations.
- Website posting, editing, and social networking skills

Other Considerations:

- Compensation is commensurate with experience. Performance based bonuses.
- Health insurance is provided.
- Paid vacation and sick leave are provided.
- A normal workweek is Tuesday through Saturday.
- Paid parking at the Army Museum.

To apply send your resume and cover letter to: [hams1execdir@hawaiiantel.net](mailto:hams1execdir@hawaiiantel.net)  
Applications will be accepted until position is filled.