



JOB ANNOUNCEMENT

Executive Director Western Railway Museum Suisun City, CA

Since 1946, the Western Railway Museum (WRM), in Solano County, California has preserved the regional heritage of electric railway transportation for present and future generations. A museum of interurban transit equipment, it holds the largest collection of Sacramento Northern Railway equipment and offers an array of family fun activities including over 50 historic cars on display, railway exhibits, the Museum Store and Gift Shop, and historic streetcar and interurban electric train rides. The museum is operated by the Bay Area Electric Railroad Association (BAERA), a non-profit organization that was created to foster interest in streetcar, interurban, and mainline electric railroad operations, and to preserve these rapidly vanishing pieces of history. <http://www.wrm.org/>

The **mission** of the Bay Area Electric Railroad Association is to preserve the regional heritage of electric railway transportation as a living resource for the benefit of present and future generations.

The Executive Director is responsible for the successful management of the Bay Area Electric Railroad Association (BAERA) and its Western Railway Museum (WRM) per the strategic direction set by the Board of Directors. The Executive Director reports directly to the Chairman and the Board of Directors.

The Board of Directors of WRM is seeking a person who is enthusiastic about the mission of WRM, and who will thrive in a community of long time volunteers and a strong Board of Directors with valid opinions who operate in a manner of consensus.

Responsibilities:

Leadership

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the BAERA
- Participate with the Board of Directors in carrying out the vision and strategic plan to guide the BAERA
- Foster effective teamwork between the Board, the volunteers and staff
- Along with the Chair of the Board, act as a spokesperson for the BAERA and the WRM
- Represent the Association and its Museum with federal, state, county and local governments, as well as with community, cultural, business groups, museum industry and professional organizations to enhance the BAERA's community profile.

Operational

- Advance an operational plan which incorporates goals and objectives that work towards the strategic direction of the BAERA

- Ensure that the operation of the BAERA meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the BAERA and the WRM
- Work closely with volunteer department managers to coordinate museum activities and projects
- Draft policies for the approval of the Board and prepare procedures to implement the BAERA's policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Provide support to the Board by preparing meeting agendas and supporting materials

Human Resources

- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Make recommendations to the Board on staffing requirements for BAERA's management and program delivery
- Recruit, interview and select staff that have the right technical and personal abilities to help further the BAERA's mission
- Ensure that all staff receives an orientation to the BAERA and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial Planning and Management

- Assist in developing and implementing the Association's financial plan in concert with the Board of Directors and departmental managers, and help to ensure that the BAERA adheres to sound business practices and budgets.
- Work with the Board to secure adequate funding for the operation of the BAERA and the WRM
- Responsible for understanding the funding of WRM, working with the Board Chairman in researching new funding sources, overseeing current plans and grants, developing new income streams and writing funding proposals and grants to increase the funds of the association
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the BAERA according to the approved budget and monitor the monthly cash flow of the BAERA
- Ensure that the BAERA complies with all legislation covering taxation and withholding payments

Community Relations, Advocacy and involvement

- Communicate with stakeholders to keep them informed of the work of the BAERA and to identify changes in the community served by the BAERA
- Promote and coordinate assistance from educators and interns, trade schools, state employment and training programs, union apprentice programs, civic groups, and service organizations
- Grow awareness of the relevance of keeping history alive, the beautiful location and grounds of WRM, resulting in increased membership, larger attendance of school functions, families and the community through well run programs and events

Risk Management

- Identify and evaluate the risks to the BAERA's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the Association carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Qualifications

- 5 or more years of progressive management experience
- Demonstrated success working with seasoned, long-time volunteers
- Experience working collaboratively with a strong, passionate and committed Board of Directors
- Demonstrated successful fundraising and grant writing
- Nonprofit management experience is a plus
- University degree in museum management or in a related field is a plus

Knowledge, Skills and Abilities

- Leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of all federal and state legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- An understanding of current community challenges and opportunities relating to the mission of the BAERA
- Previous experience in human resources management
- Knowledge of financial management, particularly as it relates to fundraising plans and proposals
- Knowledge of project management
- A passion for history, ideally of trains, or a commitment to learning and understanding the history of trains
- Proficiency in the use of computers for: word processing, email, and internet

This position is full-time (40 hours per week minimum) and exempt, with some weekend and evening hours as necessary.

Suisun City is in the San Francisco Bay Area located in Solano County. Established during the gold rush of the 1850s, it is said to have a touch of Cape Cod charm. Suisun City's historic Waterfront District has beautiful views with an abundance of outdoor activities including kayaking and hiking. Or visit the wonderful restaurants and explore the historic Western Railroad Museum. <http://www.visitsuisuncity.com/> It is an easy drive from Benicia, Dixon, Fairfield, Rio Vista, Vacaville, Vallejo and other areas.



To apply, please follow the directions below:

- In the Subject line of the email put your Last name and WRM
- Email your resume and a cover letter in separate .doc or .pdf format to: **candidate@janssenrecruiting.com**
- Please include your LinkedIn profile URL
- Your candidacy will be held in the strictest confidence
- Applications received by January 15, 2017 will be considered

Thank you for applying for this position. All applicants will be considered. Only those with skills and experience most closely fitting the requirements will be contacted for interviews. If you do not hear from us, we will keep your resume on file to refer you to another organization. We will not release your resume or contact information without your permission. Again, thank you for applying for this position.