



SOUTHEASTERN RAILWAY MUSEUM

Executive Director

Southeastern Railway Museum
Georgia's Official Transportation History Museum

The Opportunity

To lead the Southeastern Railway Museum, Georgia's Official Transportation History Museum, now in its 52nd year. The Museum's mission is to provide an educational atmosphere that vividly brings to life the cultural, technical, and historical importance of transportation to our region.

This position reports to and coordinates with a dedicated volunteer board of directors. The board seeks someone with passion for the Museum's mission who will provide an enjoyable and meaningful experience for each visitor or those who participate in its programs and outreach services.

One of the great opportunities for the Museum's new leader will be to make and keep the Museum's mission relevant to changing demographics. With a large team of volunteers and staff to restore, display, operate, and maintain about 100 pieces of railway rolling stock in addition to other artifacts, the Museum offers an interactive and tangible look into our region's rich transportation history.

Qualifications/Ideal Experience

- Bachelor's degree required. Master's degree in business, public administration, or nonprofit management preferred.
- Certified Fund Raising Executive (CFRE) credential preferred.
- Experience as an executive director, assistant executive director, or development director at a nonprofit organization is preferred.
- Special consideration given to those with experience at historic sites, railway, transportation or history museums, or similar.
- Experience and skill in working with a volunteer board of directors or board of trustees.
- Strategic planning, budgeting, and demonstrated fundraising experience.
- Strong written and verbal communications skills; strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Demonstrated ability to motivate, collaborate with, and drive strategic alignment among staff, Board, and museum volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Ability to work with a large team of volunteers and the general public (visitors).
- Knowledge of and proficiency using Microsoft Office tools.
- Must be willing to work occasional non-traditional hours such as occasional nights and weekends—particularly as regards fundraising, board meetings, and community relations.

Duties & Responsibilities

Operations

- Supervise both volunteer and paid staff, with direct reports including:
 - Daily Operations Manager
 - Ticket Office Manager
 - Education Manager
 - Volunteer Coordinator
 - Special Events Coordinator
 - Film, Video, Photography Manager
 - Marketing
 - Membership
 - Donor Relations Manager
 - Plant Manager
 - Gift Shop Manager
 - Chief Mechanical Officer
 - Collections & Preservation Manager
- Recruit, supervise and evaluate Museum staff.
- Provide ongoing training and mentoring for staff.
- Participate in regional and national events organized by affiliated organizations.
- Serve as the official representative of the Museum when called upon.
- Engage with business and civic groups in the regional community to share the Museum's mission, strategic future, and priorities.
- Formulate short and long-term fundraising goals.
- Develop actionable strategies for meeting and exceeding those goals through fundraising activities.
- Build the Museum's donor pool through the identification, cultivation and solicitation of leadership gifts and stewardship of donors.
- Establish and regularly update a list of fundable priorities for donors and prospects.

Additionally, the board anticipates the creation of a new staff position, Director of Development, to bring focus and a new level of priority to the Museum's advancement efforts. The Executive Director will be intimately involved in the creation of the job description and in the hiring process for that new position.

Governance

- Plan board of directors/trustees meetings with Chair and prepare all necessary support material.
- Record, construct and maintain official records of minutes and governing documents.
- Assist the Nominating Committee with conducting research and making contacts for new or potential board members.
- Work with the CFO and our external audit firm to develop and review annual financial statements and construct the IRS 990.
- Maintain compliance with applicable laws governing a 501c3 corporation.

Compensation

The compensation package will be competitive and commensurate with experience.

The Museum

The Southeastern Railway Museum was founded in 1970 by the Atlanta Chapter of the National Railway Historical Society. In 2000, the Museum was given the title of “Official Transportation History Museum of Georgia” by the Georgia General Assembly. The 35-acre campus includes a restored historic train depot building, six other buildings (including ones displaying full-sized railway equipment) and over 100 pieces of equipment, including: steam locomotives, diesel locomotives, passenger cars, railway office cars, postal cars, baggage cars, freight cars, cabooses, maintenance-of-way equipment, transit vehicles, and more. The Museum’s budget is driven by attendance, educational tours, memberships, sponsorships, fundraising, community special events, and movie/TV filming fees.

The Setting

Duluth, Gwinnett County, Georgia. Duluth is an affluent suburb of Atlanta in the northeastern part of the metropolitan Atlanta region. Georgia is the largest state east of the Mississippi, and Gwinnett County is one of Georgia’s largest counties in both population and geographic size. It is also one of Georgia’s most diverse counties by ethnicities, nationalities, and races. Gwinnett offers modern live, work, play communities such as Duluth, Suwanee, and Lawrenceville, many miles of pedestrian walkways and bicycle paths, and state-of-the art medical care and higher education. Near the shores of Lake Lanier, one of the largest reservoirs in Georgia, it is a one-hour drive to the Blue Ridge Mountains and a four-hour drive to the Atlantic Ocean.

The Metropolitan Atlanta Region

Atlanta’s history literally begins with the railroad, as it was founded in 1837 at the end of the Western & Atlantic railroad line. It was first named Marthasville in honor of the then-governor's daughter, nicknamed Terminus for its rail location, and then changed soon after to Atlanta, the feminine of Atlantic -- as in the railroad.

Transportation remains a large part of the city today, as Hartsfield-Jackson-Atlanta International Airport is the world’s busiest airport. Atlanta is also one of the video-making capitals of the U.S., and the Southeastern Railway Museum is used every year in the production of movies and TV or streaming series.

Atlanta is home to more Fortune 500 headquarters and more national nonprofit headquarters than any other city in the southeast. The U.S. Centers for Disease Control and Prevention, CARE International, the Arthritis Foundation, the Heart Association, Emory University, Georgia Institute of Technology (Georgia Tech), and many other organizations call the Atlanta area home.

Applications & Inquiries

The Museum’s Board of Director has engaged Columns Fundraising to assist in this search. To submit an application, visit www.columnsfundraising.com/search. All inquiries related to this opportunity should be directed to: Railway_Museum@columnsfundraising.com.

