

Executive Director  
Rutherford B H Yates Museum Inc.  
Freedmens Town Museums - Houston Texas  
JOB POSTING November 2023

Rutherford B H Yates Museum Inc. (“RBHY”) is a non-profit organization with a 25-year history in preservation and operating Freedmens Town Museums - Houston Texas (“FTM”). RBHY seeks its first full time Executive Director to work with the Board to propel the organization in providing historical community-based museums and cultural educational experience in Houston. The following is the job description and expectations for the Executive Director of FTM operated by RBHY.

**Major Responsibilities**

- Fund Raising

- › Provide support and direction for FTM activities and strategic objectives including initiating and maintaining fundraising with an initial annual goal of \$150,000.00. including identification of grants.

- › Promote fundraising and donor cultivation by organizing FTM events to promote awareness and develop donor recognition and benefits. enhance fundraising and donor cultivation.

- › Identify grant opportunities from corporations, foundations and government finding sources.

- Community Outreach

- › Actively network, serve as the liaison for the Board and work collaboratively with the Freedmens Town community and organizations, nonprofit organizations, businesses, governmental agencies and leaders, other museums and stakeholders.

- › Develop plans for marketing and communication initiatives and strategies to enhance FTM's image.

› Oversee social media presence including managing of outside contractors.

- Administrative

› Provide direction for FTM operations for program development and external communication.

› Manage the FTM staff, interns, volunteer leaders and volunteers including regular meetings, training, recruitment, evaluation and payroll supervision for paid staff.

› Recruit members for FTM through membership drives, supervise the maintenance of the membership information, develop membership benefits and supervise membership activities.

- Board Relations

› Coordinate with Board, Executive Committee and Advisory Council on FTM activities; Prepare monthly reports on progress and activities on FTM activities and make presentations at all regularly scheduled meetings.

› Assist in Board development, assist in updating strategic plan and setting annual goals and objectives.

› Work closely with the Board for the proper administration of all policies and procedures.

## **Required Qualifications**

- Minimum bachelor's degree in business or museum management or related fields and five years non-profit management experience or equivalent.
- Strong written and verbal communication skills including public speaking and presentation skills and skills.
- Experience and use of software including MS Office, PowerPoint, Excel, Publishers.

- Track record in successful fund raising.
- Supervisory experience with employees and volunteers.
- Current community interface experience and interpersonal skills and ability to work with multiple groups and stakeholders.
- Knowledge of small business management, budgeting, personnel and organizational management.

Salary - \$70,000-90,000 based on qualifications.

Benefits subject to experience.

Variable work schedule with specific in-person requirements that includes some weekend and evening work.

TO APPLY:

Submit the following to [mboulware.ftm@gmail.com](mailto:mboulware.ftm@gmail.com), Subject - Freedmen's Town Museums Executive Director

- A cover letter explaining your personal interest and qualifications.
- A detailed resume, or curriculum vitae
- Three professional references with contact information