

Learning and student enrichment using Job Carr's story and the door it opens to local history.

- Background:** Job Carr Cabin Museum is a locally founded learning history museum in the Old Town neighborhood of Tacoma. With the passion, expertise, creativity, and integrity of three part time staff, JCCM is the recipient of many awards, recognized by peer organizations, and is loved by its community. JCCM's expertise in child and youth enrichment expands through collaborative, creative partnerships. Its reach extends to all ages throughout Pierce County. In 2025 JCCM celebrates its 25th anniversary.
- Job Title:** Executive Director
- Reports to:** President of the Board of Directors
- Status:** Part time/25 hours per week, 12 months (flexible scheduling), includes some weekends and evenings.
- Description:** The Executive Director is responsible for general administration of the Museum, including an emphasis on fund development, grants, and stewardship, under the direction of the Board of Directors. The Director represents the Museum in the community, manages the annual budget, and is responsible for any curation of museum exhibits. In addition, the Director supervises and reviews the Program Manager and Volunteer and Visitor Services Coordinator.
- Essential Functions:** Responsible for implementing approved fund development plans to support the Museum's mission and programs and meet budgeted goals. Fund development functions include identifying potential donors, grant research and submission along with follow-up reports, cultivation of corporate and foundation relations/sponsorships, and donor stewardship. Fund development activities include the annual appeal, special events, and general donations.
- Attends meetings of the Board of Directors. Supports and attends committees as required by the Board and Committee Chairs. Assists with Board member recruitment and cultivation. Develops regular and unique reports for consideration by the Board and assists with budget development and long-range planning. Works collaboratively with the Board and staff toward the Museum's strategic plan.
- Maintains and creates policies, procedures and practices relating to Museum administration and collections.
- Represents the Job Carr Cabin Museum through organizations and events maintaining public relations broadly in the community. Fosters collaborative partnerships with other Museums, business and professional associations and arts, culture, and heritage organizations.
- Maintains Museum general computer systems and databases (currently PastPerfect).
- Maintains Museum's web site.
- Manages Museum annual budget, processes invoices, payroll, and performs bookkeeping functions.
- Oversees and updates Museum publications, including brochures, and e-news blasts.
- Oversees building security, visitor safety and facilities, equipment cleaning and maintenance.
- The following functions are conducted in cooperation with staff:
1. Assures Museum staffing for all published public open hours and special appointments.
 2. Attends and assists with school groups or other large group events as needed.

3. Responsible for special events approved by the Board of Directors.

Knowledge, Skills and Abilities

Demonstrates organizational and administrative abilities, including financial oversight and fund development experience; Knowledge of grant-writing, reporting and management; Ability to build relationships and deal effectively with public, private and institutional groups, as well as community organizations; Displays strong communication and writing skills, including public speaking; Illustrates a strong interest in child and youth enrichment; Exhibits interest in history and knowledge of the subject matter dealt with by the museum; Experience in strategic planning; Knowledge of curatorial and conservation matters; commitment to creating and promoting a diverse and inclusive environment.

Minimum Qualifications:

Three years management level experience in appropriate museum/and or non-profit work. Experience in : fundraising, stewardship, Board relationships and budgeting. Competence with computer software, website updates and maintenance, database programs and email tools for communication and marketing (ideally QuickBooks online, Adobe, MailChimp, and Past Perfect).

Compensation:

Salary range: \$30 to \$33.00 per hour. One-week paid vacation after six months of employment, five paid holidays, sick leave, hybrid workplace. No medical or retirement package is available.

To Apply:

Send resume and cover letter, including your interest in the position, to: jobcarrcabinmuseumrecruitment@gmail.com Position is open until filled.

Job Carr Cabin Museum is an equal opportunity employer.