

Executive Director- Lake Jackson Historical Association

Position: Executive Director

Compensation: \$60,000–\$66,000 (DOE) + PTO/flex schedule

Reports to: Board of Directors

Status: Exempt

Organization: Lake Jackson Historical Association (LJHA)

Budget/Staff: \$274K / 3 full-time employees + 3 part-time employees

Overview

The Lake Jackson Historical Association preserves and shares the history of Lake Jackson through three sites, the Lake Jackson Historical Museum, the Alden B. Dow Office Museum, and Jackson Plantation Historic Site, and through programs, collections, and community partnerships. The mission of LJHA is to provide education relative to the history and culture of Lake Jackson, TX.

Key Responsibilities

- **Leadership & Strategy**
 - Partner with the LJHA Board to set direction and ensure organizational health.
 - Partner with key stakeholders to strengthen community and industry relationships.
 - Seek professional development opportunities to enhance leadership and organizational capacity.
- **Fundraising & Grants**
 - Secure and maintain grants, corporate sponsorships, and memberships.
- **Community Engagement**
 - Serve as LJHA spokesperson and ambassador; strengthen ties with schools, civic groups, tourism agencies, and corporate partners.
- **Operations & Management**
 - Oversee 3 museum sites, supervise 2 full-time and 3 part-time staff and 15+ volunteers.
- **Programs & Collections**
 - Direct exhibitions, events, and education programs; ensure ethical collections care.
- **Finance & Compliance**
 - Manage \$274K budget; ensure grant reporting and fiscal transparency.

Qualifications

- 5+ years leadership in nonprofit/museum setting, including successful track record in managing a nonprofit, fundraising, grant writing, staff supervision, and financial oversight.
- Bachelor's degree in history, education, public administration, museum studies, or a related field (or equivalent experience).
- Strong writing and editing skills, with ability to produce and review clear, grammatically correct content.
- Excellent communicator and relationship-builder; bilingual, Spanish-speaking a plus.

Application: Submit cover letter, resume, and references to director@ljhistory.org.