

Windham Textile and History Museum  
The Mill Museum  
Willimantic, CT 06226

**Job Description: Executive Director**

The Executive Director is the Chief Operating Officer of the Windham Textile and History Museum.  
20 hours/week - possibility of increase  
Annualized salary: \$24,000.  
Part time basis: 20 hours per week.

**Position Summary**

The Executive Director oversees the Mill Museum's operations: facilities, staff, outreach, and development. The director works with staff, board, and volunteers to support educational, curatorial, and development initiatives.

This is a part-time, hybrid, 20 hours a week position that requires strong communication skills (written and spoken), organizational, and relationship-building skills. The ideal candidate is self-motivated, team-oriented, a natural communicator, detail-oriented, and can manage projects from concept to completion. This role is an excellent fit for someone with a development background and has demonstrated skills in donor cultivation, fiscal management, and grant and foundation research and outreach.

Hours are flexible, but it is important to be available to other staff and to the public and should include being in the Museum most days when the museum is open. This position is supervised by the Board of Directors. The position is part time based on 20 hours per week, salaried, exempt, at \$24,000 annually, with the possibility of pay increase scaled with development successes.

**Key Responsibilities:**

**Organizational Leadership**

- Provide overall leadership and direction for the organization's mission, programs, and operations.
- Develop and implement short- and long-term strategic plans in collaboration with the Board of Directors.
- Manage day-to-day operations during the museum's open hours Sat & Sun 10am-4pm, including budgeting, personnel, facilities, and program oversight.
- Supervise and support staff, volunteers, and contractors to ensure efficient and effective work flow.
- Maintain compliance with all legal, financial, and ethical standards.
- Serve as the primary liaison between the Board of Directors and staff, ensuring transparent communication and collaboration.
- Hire staff and interns as necessary.

- Participate in and facilitate the work of committees: Curatorial, Exhibits, and Education Committee (CEE) Committee, Development Committee, Volunteer Committee, and other committees as necessary.

#### Development and Fundraising

- Plan and execute the organization's annual fundraising strategy, including individual giving, corporate sponsorships, grants, and special events.
- Identify, cultivate, solicit, and steward major donors and funding partners.
- Manage grant research, proposal writing, and reporting processes.
- Oversee donor and membership database management to ensure accurate tracking of contributions and pledges.
- Collaborate with the Board on fundraising initiatives and engage members in donor relations.
- Develop compelling cases for support and oversee related communications and marketing materials.

#### Financial and Administrative Management

- Develop and monitor the annual budget in coordination with the Board Treasurer and Finance Committee.
- Ensure accurate and timely financial reporting and accountability.
- Oversee human resources functions, including hiring, on boarding, and performance evaluation.
- Maintain vendor and partner relationships to support organizational needs.

#### Community Engagement and External Relations

- Serve as the public face of the organization, representing its mission and programs to donors, partners, and the broader community.
- Build and maintain relationships with civic, cultural, and philanthropic leaders.
- Oversee marketing, branding, and communications efforts to strengthen organizational visibility.
- Foster partnerships that advance programming and organizational goals.

#### Other Museum Functions

- The director supervises the Senior Educator who provides outreach, marketing, and direct delivery of educational programming.
- The director supervises the Senior Curator who manages the collection and maintains accurate information about the collection.

#### **Qualification and Skills:**

- Bachelor's degree in Museum Studies, History, Public History, or a related field (Master's Degree in Arts Administration preferred).
- Minimum of 2 years of related experience in a similar environment: development, community engagement, relationship-building, in a museum, a non-profit, or arts organization.
- Confirmed ability to raise four and five figure contributions for a non-profit organization highly desirable.
- Understanding of donor research, donor cultivation frameworks, and donor outreach.

- Strong in-person and virtual verbal communication.
- Knowledge of Connecticut history and textile and industrial history preferred.
- Proficient use of technology: website development (i.e. WordPress), social media platforms. (Facebook, Instagram, TikTok), and Publisher/Canva preferred

By applying, applicants acknowledge they are aware the position's limited hours will require strategic management of shifting priorities. Ability to assess, prioritize, and re-prioritize projects and assignments is crucial.

All interested applicants should submit their letter of interest, resume, and a short writing sample to "search@millmuseum.org".