

Executive Director

Full-time, Exempt, Salary \$65,000 to \$75,000

Benefits: Health Insurance Stipend; 401K; Vacation and Sick Leave

Deadline: March 15, 2025

Job Summary:

The Executive Director, in partnership with a responsive and experienced board, is responsible for all aspects of the institution and oversees sustaining its excellence and broadening its impact. Responsibilities range from day-to-day operations to comprehensive plans.

About Rokeby:

Rokeby Museum is a [National Historic Landmark](#) located in Ferrisburgh, Vermont. The historic house is furnished with nearly 200 years of domestic belongings. Together with its nationally significant archive of over 15,000 family letters, the museum provides an intimate glimpse into the remarkable [Robinson family](#) of agriculturists, abolitionists, artists, and authors. The 90-acre [site](#) includes nine historic farm buildings and cultural heritage walking trails. The modern Education Center houses exhibitions, a museum store, and staff offices.

The museum's mission is to connect visitors with the human experience of the Underground Railroad and with the lives of the four generations of Robinsons who lived at Rokeby from 1793 to 1961. The museum is committed to serving as a center for advocating, exploring, and discussing contemporary social and racial justice issues.

Why you want to work here:

The director of Rokeby Museum can initiate real and lasting change in the institution itself and advance our mission in our local communities and state. Our resources hold enormous potential for a director of vision and creativity: a wealth of rare primary source material; welcoming colleagues, volunteers, artists, and experts in neighboring colleges and universities; untapped financial resources in the surrounding region; and an engaged, receptive public. Located in a thriving area between the Green Mountains and Lake Champlain, our region frequently appears on lists of the best places to live and work, offering a high quality of life and a vibrant cultural scene.

Primary Responsibilities:

Leadership and Board Relations

- Collaborate with the Board of Trustees and Museum committees to develop a long-term vision, strategy, and goals for the Museum.
- Demonstrate clear and transparent communication between staff and the Board; Maintain clear communication with the Board Trustee Chair and Executive Committee.
- Provides vision and leadership for the institution's growth and development; develops strategies to fulfill the museum's mission

Development, Fundraising & Fiscal Management

- Work with the Advancement Committee to develop and implement long-term and short-term fundraising campaigns, including individual major donors, foundations, public sources, new events, and sponsorships.
- Plan and implement the yearly annual fund campaign.
- Manage day-to-day financial operations, including weekly bank deposits.
- Ensure the museum stays current with its financial reporting responsibilities.
- Communicate consistently with the Board Treasurer, Finance Committee Chair, and Advancement Committee Chair on all fiscal developments.
- Identify and apply for grant and foundation funding.
- Manage grant and foundation funding, including implementation of application goals and financial reporting to the grantors.
- Work with the Board Treasurer to develop a yearly budget and present it to the Board of Trustees for approval.
- Liaise with the accountant and work with the Finance Committee Chair to maintain regular communications with the Museum's financial advisor.

Operations & Personnel Oversight

- Manage the Museum's staff and volunteer hours.
- Manage seasonal opening and closing of the Museum.
- Run bi-weekly payroll and keep track of staff hours, vacation, and sick time.
- Oversee Employment law compliance and HR best practices.
- Oversee the Administrative staff duties, including:
 - The mailing of membership renewals
 - Annual Fund Creation
 - Thank you letters
 - Data entry
- Establish a culture of excellence and a continuous learning model for training and ongoing staff and volunteer development.
- Administer yearly staff review process and update job descriptions as needed.
- Order and/or approve the purchase of supplies for the site.
- Oversee purchases for the Museum's shop.
- Responsible for hiring Museum staff.

Marketing

- Maintain and consistently update the Museum's social media pages.
- Design and send regular e-newsletters.
- Update website content and work with the Museum's designer to create professional displays and advertisements.
- Identify marketing outlets and develop campaigns for advertising within the Museum's budget.
- Collaborate with Rokeby's designer to develop marketing campaigns for the Museum's seasonal activities.
- Coordinate with the Museum's staff on marketing for programming and seasonal activities, including the content, design, and printing of brochures, leaflets, and rack cards.

Exhibition Curation

- Develop yearly seasonal exhibitions and oversee the main exhibition's interpretation.
- Update the main exhibition space and site signage as needed.
- Plan for future updates to the Museum's public interpretation of the site, including exhibitions, signage, brochures, and tours.

Collections Management

- Maintain communication with the Collections & Exhibition Committee Chair.
- Ensure the long-term conservation of the museum's artifacts:
- Oversee the Museum's staff and volunteers working on collections cataloging projects.
- Coordinate staff and volunteers for yearly cleaning of artifacts on display in the exhibition spaces and the historic house.

Buildings & Grounds

- Oversee the preservation of the Museum's historic buildings.
- Communicate with the Buildings & Grounds Committee Chair on the historic buildings' short—and long-term preservation goals and update the Chair on the overall site's status and needs.
- Monitor the Museum's Trails and outdoor spaces and report any issues to the Buildings & Grounds Committee Chair.
- Communicate and make arrangements with contracted workers, including lawn care, pest control, cleaning services, and a repair person.
- Undertake minor building maintenance duties, such as changing light bulbs in the exhibition space, removing trash, and sweeping public spaces.

Outreach & Programming

- Act as a liaison to the broader community and manage partnerships with organizations.
- Engage and cultivate relationships with major individual, foundation, and corporate donors.
- Act as a public representative for the Museum in the community and with the media.
- Develop and implement a yearly program calendar that meets the museum's mission in conjunction with the Education Programs Manager.

Education and Professional Experience:

- Bachelor's degree in history, museum studies, or related field, or equivalent experience; Master's degree and three years of museum work experience preferred
- Training and/or experience in business management, fundraising, marketing, and educational presentations
- Demonstrated commitment to Rokeby's mission

Essential Skills:

- Excellence in writing: exhibit text, fundraising and promotional materials, grant applications, correspondence, and communication with the Board
- Creativity in programming and curatorial projects
- Effective interpersonal skills in engagement with the staff, Board, volunteers, and the public
- Broad fundraising experience, including managing a donor/supporter database

This position reports to the Museum's Board of Trustees

Information & How to Apply:

This is a full-time, exempt position. Salary range is \$65,000 to \$75,000. Benefits include a stipend for healthcare, 401K, and vacation/sick leave.

To apply, email your CV/Resume, a cover letter, and salary requirements to Gary Kling at employment@rokeby.org