

Job Posting

Crab Orchard Museum – Tazewell, VA

Executive Director

Salary: \$45,000-55,000

Closes: Oct. 13th, 2019

Website: www.craborchardmuseum.com

Historic Crab Orchard Museum & Pioneer Park seeks a dynamic executive director to manage the administration, daily operations, development, fiscal and staff functions of the 41 year-old Appalachian cultural heritage museum, located in the mountains of southwestern Virginia. Work closely with the board of directors, full-time and part-time staff to implement programs and exhibits, promote the museum's mission to preserve and promote Appalachian cultural heritage, and expand the donor base to support the growing museum. Represent the museum in the community, region and state to create partnerships. Utilize public relations and development skills to cultivate donors, sponsors, members, supporters and prospects. Oversee 23 acre property with 14 log and stone buildings from the 1800s, a 1907 general store leased as a restaurant, the Cottage at Crab Orchard overnight guest accommodations, the 1932 Frog Level Service Station, and a 500 year old Native American archaeological site.

Minimum Qualifications: Bachelor's Degree, Masters preferred, in History, Museum Studies, American Studies or humanities field, with significant experience in senior management, non-profit directorship, or development. Proven track record in leadership and development desired, including annual and capital campaigns and grantwriting. Ability to be active on-site and involved with events and programs. Ability to travel occasionally and work flexible hours if needed, including weekends or evenings as required.

Preferred Qualifications: 5-8 years experience in senior staff role with a successful record of accomplishments, preferably at a non-profit cultural attraction. Experience with long-range development and strategic planning. Supervisory experience. Excellent interpersonal, communication and writing skills.

Send Resumes to searchcommittee@craborchardmuseum.com