

1 Burruel St  
PO Box 1296  
Tubac AZ 85646  
(520) 398-2252  
[www.tubacpresidio.org](http://www.tubacpresidio.org)

**Position Title :** Museum and Park Director

**Reports to:** Friends of the Tubac Presidio and Museum (FOTTPAM)

**Type of Employment:** Salary (Exempt) / Full-Time, 40 hours per week, Tuesday thru Saturday

**Salary:** \$60,000-\$65,000 annually, Paid Time Off

**Position Description:** The Museum and Park Director will lead the day to day operations at the Tubac Presidio Park in collaboration with a team of committed and passionate staff and volunteers and be responsible for the implementation of FOTTPAM's strategic priorities to develop new audiences and ensure the organization's long-term sustainability. The right candidate will be flexible and adaptable, successfully overseeing key responsibilities such as fundraising, donor engagement, marketing, curation and stewardship, and more.

### **Key Responsibilities and Expectations**

#### Operational and Strategic Leadership

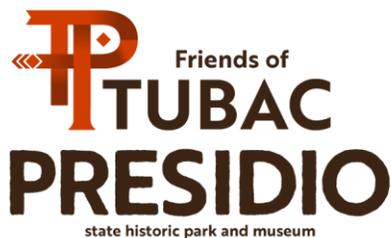
- Establish organizational plans, policies, and procedures, and oversee their execution.
- Develop, manage, and report on the organization's annual budget.
- Oversee human resource responsibilities within the organization with the support of the Board of Directors, cultivating a healthy workplace culture that is inclusive, engaging, and fulfilling for both staff and volunteers.
- Engage Board of Directors in strategic activities to develop strategy, implement practices that will support and advance the organization, and ensure a high level of understanding across the Board.

#### Community Engagement and Visibility

- Direct the overall development of marketing efforts, implementing a communication plan that continues to raise the profile of the park.
- Engage effectively with community partners, both individuals and groups, to develop relationships and inform best practices.
- Cultivate relationships with volunteers to ensure retention, and oversee the recruitment, training, and scheduling of volunteers.

#### Fundraising and Donor Development

- Research and recommend opportunities to grow and develop new revenue streams, including donations, grants, sponsorships, and memberships.
- Communicate effectively with the Board of Directors and draw on their talents, resources and ideas to enhance fundraising activities.
- Write grant proposals and applications, ensuring alignment with funding priorities and strategic projects.



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#### Collections, Education, and Programming Oversight

- In collaboration with staff and volunteers, plan and implement educational programs including lectures, concerts, and special events.
- Assess, consult, and advise on the management of collections, and ensuring that essential documentation, preservation, and security is maintained for all items in FOTTPAM's care, coordinating with Arizona State Parks and Trails as needed.

The Museum and Park Director is the driving force behind this small, community-based non-profit. As such, this list of responsibilities is not all-inclusive and other duties may be assigned as needed.

#### **Knowledge, Skills, and Abilities**

##### Knowledge:

- Must have knowledge of museum or non-profit best practices; an interest in history is preferred.
- Knowledge of fundraising and development strategies, including membership management and individual donor development for non-profits.
- Financial management oversight and budget development.

##### Skills:

- Excellent interpersonal skills and enjoys working with people.
- Must be highly organized and able to plan efficiently.
- Knowledge of Google Suite products, including gmail, Google Docs, Google Sheets, and Google Meets.

##### Abilities:

- Must be self-motivated and able to work independently under minimal supervision.
- Ability to maintain stability under pressure and able to deal well with stressful situations.
- Ability to work a flexible schedule, including evenings, weekends and/or holidays.
- Must be able to walk, sit, stand, stoop, kneel, bend, and lift up to 20 pounds.

#### **Education and Experience**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

- 5 or more years of experience in education, public history, parks and recreation, or museums. Other customer service experience may also be considered.



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- Successful supervisory experience, and knowledge and understanding of best practices for human resource management.

#### Education

- B.A. or B.S. degree in history, humanities, park resources, business or marketing, or related field. Courses in Museum Management or Southwest History desirable.

**Ready to apply?** Email a resume and cover letter to [director@tubacpresidio.org](mailto:director@tubacpresidio.org).