Development and Programs Director

The Meeteetse Museums seeks a Development and Programs Director to help administer day-to-day operations as well as long-term goals/projects of the Museums. The position is part of small cooperative team that shares duties and job responsibilities based on individual interests and skill sets and situational needs of the Museums.

The Museums are an important component of our small town, and the successful candidate must be comfortable working in and contributing to the Meeteetse community. The Board of Directors is committed to fostering the Museums’ mission through exhibits, programs, and on-line resources. We accomplish our goals through research, preservation, and communication of the area’s multi-faceted, dynamic history.

The successful candidate will assist with:
- fundraising,
- public outreach,
- financial management,
- grant writing,
- operation of bookstore and gift shop,
- educational programming,
- exhibit planning,
- building and grounds maintenance,
- other operational roles as required to help the Museums function and thrive.

About the position: Reporting directly to the Board of Trustees and working under supervision of the Interim Director, the Development and Programs Director will be partially responsible for both the day-to-day Museum scheduling and operation as well as contributing to the long-term development and planning. The Museum is currently engaged with the Meeteetse Museum Foundation in a major fund-raising effort, and the Development and Programs Director will play a key role in this process. The Museums value professional development and encourage staff to participate in training and educational opportunities and membership in professional organizations.

The starting salary for this position will be $32,000 – $35,000 annually, depending on experience and qualifications. Paid vacation and sick days. It is possible that this position could transition into Executive Director role with expanded responsibilities and corresponding salary adjustment.

Skills and qualifications: Bachelor’s degree required; advanced degree in a finance or museum mission related field preferred. Excellent people skills, adept at verbal and written communication, commitment to quality, strong organizational skills and attention to detail, project management experience, ability to manage multiple tasks simultaneously and perform under deadlines, commitment to the Museums’ mission. Experience conducting research related to Museums-related topics. Use of data visualization tools/techniques and on-line platforms preferred. We are particularly interested in candidates whose life experiences and skill sets can support existing Museum programs and bring fresh, innovative perspectives to the future direction of the Museums.

How to apply
Please submit the following to Meeteetse Museum Board of Trustees President, Larry Todd at lctodd@colostate.edu:
- Cover letter describing your educational and employment history giving specific examples of how your skill sets match the Museums needs and mission.
- Resume/CV
- Name and contact information for three references

Complete applications received by **4pm Mountain Standard Time (MST) on January 5, 2023**, will be evaluated based on the content of the replies and our assessment of qualifications and skills.