



## **POSITION DESCRIPTION**

**Job Title:** Executive Director

**Reports to:** The Weslaco Museum Board of Directors

**Classification:** Full-Time Exempt (*the majority of the work to be done Tuesday-Saturday, 8:00 a.m. – 5:00 p.m. with frequent evening hours expected*)

**Education and Experience:** Bachelor's Degree from an accredited university or college in History, Public Administration, Museum Studies or related field. Three (3) to five (5) years of experience in a non profit organization, executive level leadership, fundraising to meet the organization's mission; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

**Salary Range:** \$50,000- \$55,000 (based on experience)

## **MISSION**

The Weslaco Museum of Local History and Cultural Art collects, preserves, exhibits, and promotes the history, cultural arts, and past traditions of Weslaco, Texas, and its surrounding region.

## **POSITION SUMMARY**

Reporting to the Board of Directors, the Executive Director is responsible for setting the organizational vision and driving its execution. The Executive Director oversees the day to day operations, executes stewardship of preservation/conservation of relevant and significant objects of history and art of the community (Weslaco, TX), can interpret collections and artifacts, and educates the community and visitors through exhibits, programming, research, and publications. The Executive Director assumes overall responsibility for the Museum's community relations. Additionally, the Executive Director supervises staff, interns, volunteers, and works closely with the Museum Guild - a volunteer organization. This is a hands-on leadership role in which the Executive Director implements the mission of the organization and leads all fundraising efforts. The ideal candidate is a self starter who thrives in an environment requiring initiative, ownership, and the ability to independently move priorities forward.

### **Vision & Leadership**

- Establish and articulate a clear vision for the organization's growth and community impact
- Translate vision into actionable results
- Works closely with the Board of Directors to align priorities while leading strategy development and execution
- Serves as the primary liaison and advocate for the Museum
- Consistently projects a positive and professional image of the Museum
- Prepares oral and written reports on Museum activities, budget and personnel to the Board of Directors in an accurate and complete manner

### **Financial Management**

- Oversee all financial operations including budgeting, forecasting, reporting, and internal controls
- Works closely with the Board of Directors to ensure financial sustainability
- Manage and grow the annual operating budget by seeking additional sources of revenue such as but not

limited to donations, sponsorships, grants, etc

- Works closely with the Board of Directors to plan, develop, present, and implement the annual budget

### **Development & Fundraising**

- Lead all fundraising efforts including major sponsorships, donations, and grants
- Build and steward relationships with donors and community stakeholders
- Grow and elevate signature fundraising events
- Identify and pursue new funding opportunities to support expansion

### **Marketing & Community Engagement**

- Build strong partnerships across community, businesses, organizations, and civic sectors
- Position the Museum as a destination in the region
- Direct marketing, branding, and communications strategies to increase visibility, Museum visits/attendance, and engagement
- Represents the Museum at public events and functions, acts as its spokesperson to the media

### **Museum Programs, Exhibitions & Collections**

- Work closely with the Board of Directors and Museum Guild to develop and execute exhibits and programming
- Hold ultimate responsibility for the collections stewardship including acquisition, documentation, preservation, and ethical care
- Gives lectures to local organizations, businesses, and schools pertaining to the museum, the exhibits, programs, and related subject matters

### **Operations & Team Leadership**

- Lead and support a team of part-timers, interns, volunteers, and the Museum Guild
- Work closely with the Board of Directors to direct all aspects of operations including HR, payroll, and systems workflow
- Oversee facility operations, maintenance, and improvements
- Identify and plan for long term capital and infrastructure needs
- Manage vendors and service providers
- Build organizational capacity, structure, and processes to support growth

## **QUALIFICATIONS**

### **Required**

- Proven leadership experience in nonprofit management, museum leadership, administration, or related field
- Demonstrated ability to set vision and independently drive execution
- Strong track record in fundraising and revenue generation
- Financial acumen and experience managing organizational budgets
- Experience leading teams in highly hands on environment
- Entrepreneurial mindset with a willingness to take initiative and own outcomes
- Excellent communication (written and oral), relationship building, and problem solving
- Willingness to work nights and weekends as required

### **Preferred**

- Experience in curatorial management and museum and/or archive collections management
- Experience working with museum affiliations
- Familiarity with collections management standards
- Bi-lingual is a plus

### **Knowledge, Skills, & Abilities**

- Knowledge of museum operations including collections, exhibits, education, and programming
- Knowledge of accounting and budgeting

- Knowledge of rules and regulations regarding non-profit organizations and museums
- Knowledge of public relations.
- Knowledge of planning and marketing
- Knowledge of and ability to utilize a computer and the required software
- Ability to communicate effectively both orally and in writing
- Ability to make verbal and written presentations
- Ability to effectively manage people
- Ability to write grants
- Ability to research and compile informatio.
- Ability to market and promote the museum
- Ability to establish and maintain effective working relationships with staff and the public

#### **PHYSICAL DEMANDS**

- Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds
- Intermittent standing, walking, and sitting; occasional driving
- Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls
- Occasional bending, twisting, squatting, climbing, reaching, and grappling
- Communicating orally in a clear manner
- Distinguishing sounds at various frequencies and volumes
- Distinguishing people or objects at varied distances under a variety of light conditions

**HOW TO APPLY:** Please send your resume and cover letter to [Gina Silva, Board President at ginas.weslacomuseum@gmail.com](mailto:gina.silva@weslacomuseum@gmail.com) Applications will be reviewed on a rolling basis, with priority given to those applications received by Monday, May 11, 2026.

*The Weslaco Museum of Local History and Cultural Art is an equal employment opportunity/affirmative action employer. As an equal opportunity employer, the Museum does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and The Weslaco Museum of Local History & Cultural Art will comply with all applicable state and federal legislation.*