

Job Title: Executive Director

Organization: Petroleum Museum

Location: Midland, TX

Closing Date: 12/01/2025

Job Description:

REPORTS TO: Board of Trustees

SUPERVISES: All Staff

JOB OBJECTIVE:

The Executive Director reports to a supportive, active Board of Trustees and is responsible for the day-to-day administration of the Museum. This includes supervision of twelve full-time staff members, three full-time contract employees and three part-time employees and oversight of the Museum's programs, collections documentation and care, exhibits, fundraising, budget, and financial accounts. The position requires leadership, management, program and fundraising experience along with vision and attention to details. The next Executive Director will demonstrate a commitment to the Museum's overall mission, to education and advocacy of the petroleum industry. Supporting staff and establishing positive working relationships with the board are keys to successful Museum leadership. The position also requires networking skills along with genuine interest in the community of supporters. The ability to connect with the greater community and advocate for the mission and goals of the Museum is a priority. Management and organization skills, a team-centered value system, trust and respect, collaboration, and leading with confidence are key traits.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A degree or equivalent experience in an appropriate field.
- 5-years of experience in a nonprofit leadership role or directing a department or division in a larger organization with budget, staff and program responsibilities.
- Excellent management and organizational skills, a multi-tasker with the ability to oversee staff without micromanaging. Able to pay attention to details while focusing on the big picture.
- Fundraising experience that includes donor relations, cultivation, grants, sponsorships and donor development.
- Strong communication and interpersonal skills with the ability to network and connect with audiences.
- A confident public speaker, an effective storyteller, able to assimilate content, goals and history to build engagement.
- Creator of partnerships through positive relationships and compelling messaging.
- Proven success in strategic planning, setting goals, and achieving outcomes.
- Experience working with diverse constituents, partner entities, and stakeholders across a broad network.
- Proven success in sustaining and supporting successful programs and assessing ROI.
- Experience and effectiveness in community relations to build engagement and support.

Primary Responsibilities

- Advance the Museum's goals to expand access to the Permian Basin, its history, the petroleum industry, and an ecotourism opportunity.
- Guide the organization toward fulfilling its strategic plan while being responsive to new opportunities in a complex and changing global landscape.
- Oversee the financial wellbeing of the organization with support from senior staff, finance, and the Board of Directors.
- Actively maintain and develop relationships with donors, sponsors, and the local and regional community.
- Utilize existing and establish new support partnerships to secure funding for Museum programs,

new initiatives, endowment. • Travel as necessary to develop relationships, support and projects. • Serve as the leading spokesperson for the Museum, its mission and programs. • Work with the Board and staff to develop and advance the strategic direction of the Museum. • Manage upward to ensure positive and productive Board relations, ensuring transparency, best-practices for Board development and governance. • Oversee the preparation of Board materials for meetings and ensure accurate reporting and record keeping. • Hire, supervise, and work with staff to shape and deliver programs informed by the Museum's mission, vision, and values utilizing proper management and evaluation systems. • Establish and monitor program and project timelines and budgets, working with staff to ensure goals, objectives and outcomes are met. • Mentor and guide with empathy, ensuring trust and respect, and employing principles of servant leadership. • Steward an organizational culture that prioritizes collaboration, and teamwork in a professional work environment. • Prepare an annual budget to be approved by the Board of Trustees. • Assist in the nominating process of the Board of Trustees. • Perform other duties as assigned.

COMPENSATION:

The anticipated salary is \$85,000 - \$100,000 commensurate with experience, plus health care benefits, vacation and sick leave, 403b retirement plan. Applicants must be eligible to work in the United States.

How To Apply:

Send resume to the Petroleum Museum, 1500 Interstate 20 West, Midland, Teas 79701, Att