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<b>Title of Position *</b>	Executive Director
<b>Institution *</b>	Galveston Railroad Museum
<b>Position Location: City &amp; State *</b>	Galveston, TX
<b>Position Closing Date</b>	

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**About the Institution**

The Galveston Railroad Museum is a 501c3 non-profit organization located in the heart of downtown Galveston. The Museum was established in 1983 by the Moody Foundation. It is home to one of the largest collections of railroad artifacts, memorabilia, and rolling stock in the southwestern United States. The Executive Director will be responsible for supervising Museum employees and volunteers as well as overseeing all operations of the Museum.

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**Institution Website Address**

<http://www.galvestonrrmuseum.com>

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**Summary of Responsibilities**

Administer policies adopted by the Board of Directors

Direct the day-to-day operations of the Museum

Directly oversees initiatives led by Marketing Director/Event Coordinator and Curator.

Develop and administer the annual budget

Hold an active and leading role in all development activities including capital and fundraising activities

Manage financial operations and records

Work closely with the Board to develop strategic plans

Hire, train, educate, evaluate, and manage staff and volunteers

Serve as a spokesperson for the Museum

Provide leadership for all Museum programs

Oversee the secure use and maintenance of Museum facilities

Assist in grant writing

Attends and provides report at monthly Board meetings

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**Required Qualifications**

2-3 years of management experience, Non-profit management preferred

Excellent planning, organization and administrative skills

Knowledge of and experience with budgeting and managing finances

Strong leadership skills and vision

Strong problem solving and conflict resolution skills

Excellent interpersonal skills

Public speaking and presentation skills

Must be a self-starter

Working knowledge of Microsoft Office Suite

Locomotive and rail car maintenance experience preferred

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**Compensation**

Salary commensurate with experience

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**Apply at this Website:**

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**Apply with this email:**

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**Special Instructions to Apply:**

Send cover letter, resume, and three references to  
[galvrrmuseum@sbcglobal.net](mailto:galvrrmuseum@sbcglobal.net)

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