

**Job Posting: Executive Director**

**Location: Parsippany, New Jersey**

**Organization: The Stickley Museum at Craftsman Farms**

**Position Type: Full-Time, Exempt**

**Salary Range: \$90,000-\$95,000**

About the Museum

The Stickley Museum at Craftsman Farms (SMCF) is a National Historic Landmark and historic house museum, located on the campus of Craftsman Farms in Parsippany, New Jersey. Built by Gustav Stickley between 1908 and 1917 as the most complete expression of his “Craftsman” style, the remaining thirty acres (of the original 650-acre) campus of Craftsman Farms provides an unmatched opportunity to experience Stickley’s ideas about the impact of architecture, design, and landscape on a meaningful life as a part of the Arts and Crafts Movement. In partnership with the owner of the property, the Township of Parsippany-Troy Hills, which rescued Craftsman Farms from private development in 1989, the museum works to interpret, preserve, and protect its original landscape and nine buildings, including the Log House, which remains the heart of the property. Since its founding in January 1989, the Museum has been committed to serving its neighboring community, Stickley fans, history and heritage tourists, and design, craft, and architecture enthusiasts from across the United States and abroad.

Position Overview

The Executive Director serves as the chief executive of the museum, reporting to the Board of Trustees, and is responsible for leading the organization in a mission-driven, sustainable, and strategic direction. Along with providing overall leadership of the museum, the Executive Director is the museum’s primary representative and is responsible for guiding and shaping the museum’s interpretation, public-facing content, and brand. The Executive Director demonstrates the highest museum professional standards across the organization and maintains, with the staff, day-to-day oversight of the museum’s operations including fundraising, stakeholder relations, preservation, stewardship of collections, financial management, staff supervision, interpretive programming, and community engagement.

Key Responsibilities

Executive Leadership

- Lead with integrity and a clear, forward-thinking vision that places a high value on building trust and creating an environment of mutual respect across the organization.

- Demonstrate strong interpersonal skills and adaptability as a leader.
- Develop and implement current and future strategic plans in collaboration with the Board.
- Act as the museum's primary spokesperson, and in that capacity, work to build beneficial mission-related partnerships at local, regional, and national levels.
- Serve as the museum's main liaison to the Parsippany-Troy Hills Township, which owns Craftsman Farms and is an essential partner to the museum in preserving and maintaining Craftsman Farms.
- Lead and support a small staff and a team of volunteers to create a positive, productive, and inclusive workplace culture.

#### Fundraising & Development:

- Lead the organization's fundraising strategy.
- Serve as a persuasive and passionate advocate for the museum, continuing to build its visibility and donor base, and cultivate authentic relationships with the museum's stakeholders.
- Develop annual campaigns and major gift initiatives, including estate and collections gifts; oversee fundraising and cultivation events, including the museum's activities at the annual National Arts and Crafts Conference in Asheville, NC; and guide services to members, from museum trips to online programs.
- Foster relationships with current and potential donors to the museum's collections.
- Research, write, and manage grants from government agencies, foundations, and cultural institutions.

#### Preservation and Stewardship:

- Uphold and promote Craftsman Farms' architectural and historical integrity through thoughtful decision-making and responsible stewardship.
- Ensure the long-term preservation of Craftsman Farms, its original buildings, and 30-acre site, in accordance with best historic preservation practices.
- Work closely with the Director of Collections and Preservation, consultants, and the Township to plan for and properly execute preservation projects across Craftsman Farms and to address ongoing maintenance needs.
- Steward, with the Director of Collections and Preservation, the museum's collections, including steering its collecting plan and ensuring the daily care and conservation of its collections objects, in accordance with the highest museum standards.
- Engage with preservation networks and local, county, and state historic preservation offices.

#### Museum Operations and Programs:

- Supervise and direct all museum operations.
- Work closely with the museum's staff to: ensure visitor readiness; provide visitor and member services; oversee volunteer management and training; plan and implement tours and programs (both on-site, off-site and online); maintain a strong social media presence and well-managed website; develop exhibitions; and oversee The Craftsman Shop.

- With museum staff, develop, promote/market, and conduct programs for children and families, students, and adults, with special attention to members, Arts and Crafts fans, and design enthusiasts.
- Lead and organize, alongside museum staff, the Farms Afield travel program for members.
- Ensure compliance with all nonprofit, employment, and museum-related legal and ethical standards.
- With the Board, ensure focus on fulfillment of the approved Strategic Plan.

#### Financial Management:

- Prepare the annual operating budget and manage daily financial operations.
- Ensure transparent and accurate financial reporting
- Work closely with the finance committee on financial policies and oversight of all investments and financial activities.

#### Qualifications

- Master's degree in relevant area preferred
- Minimum of 8-10 years of progressive leadership experience in a museum, historic site, or cultural nonprofit
- Excellent communication, interpersonal, and public speaking skills
- Strong leadership, good decision-making, and team-building abilities
- Demonstrated success in fundraising, donor development, and developing fundraising campaigns
- Knowledge of historic preservation principles, building maintenance, and collections care
- Demonstrated ability to guide museum interpretation and develop and oversee museum programs; experience with planning group trips is a plus
- Experience working with a Board and with public officials
- Demonstrated success in grant writing and reporting
- Proficiency in financial oversight and budget management
- Experience in managing staff, including hiring and handling HR functions.
- Flexibility and adaptability to occasional travel and evening/weekend hours
- Willingness to be on call and the ability to get to the museum during emergencies.

#### Preferred Skills

- A strong interest and/or background in the Arts and Crafts Movement, design, architecture, decorative arts or related area.
- Familiarity with museum accreditation standards, nonprofit governance, and preservation grants
- General proficiency with CRM/fundraising platforms, Microsoft Office, and digital communications tools (Zoom, Constant Contact, social media); general knowledge of graphic design, experience with Canva or Photoshop and Word Press is a plus.

## How to Apply

Please submit your resume, cover letter, and three professional references to [smcfboardpresident@gmail.com](mailto:smcfboardpresident@gmail.com). Applications will be reviewed on a rolling basis until the position is filled.

<https://www.stickleymuseum.org/about/jobs>