



ROGERS HISTORICAL MUSEUM FOUNDATION

Part-Time Contract Position — Executive Director

Remote | Approximately 20-28 Hours Per Week | \$2,000–\$3,000/Month Based on Experience

About RHMF

The Rogers Historical Museum Foundation preserves the past, supports the present, and secures the future of the Rogers Historical Museum. Through community engagement, strategic fundraising, and meaningful events, RHMF connects people to the rich history of Rogers, Arkansas and works to ensure the museum thrives for generations to come.

Position Overview

RHMF is seeking a passionate, self-motivated fundraising professional to serve as Executive Director. In this role the Executive Director will also serve as the Director of Development for the organization, reporting directly to the board of directors and operating from a home-based office. The ideal candidate is a relationship builder, a strategic thinker, and a community connector who thrives working independently while remaining deeply engaged with donors, volunteers, and board members.

Primary Responsibilities

Fundraising & Development

- Cultivate and manage relationships with individual donors, corporate sponsors, and community partners
- Lead all fundraising campaigns including the annual appeal letter, Giving Tuesday, and NWA Gives
- Work toward annual fundraising goals to cover full operating expenses
- Support the long-term vision of growing RHMF's endowment to \$1M–\$5M

Event Planning & Management

- Lead planning and execution of Historical Tastings, RHMF's signature annual fundraising event
- Coordinate the Exhibit Preview Party in partnership with the Rogers Historical Museum
- Organize and manage the Sip and Discover Speaker Series for donors and friends
- Secure sponsorships for the Rogers Historical Museum's Family Day

- Oversee all event logistics including volunteers, vendors, and follow up

Community Outreach & Engagement

- Actively build and maintain relationships throughout the NWA community
- Represent RHMF at Museum, Friends of the Museum, and community events; and cultivate new partnerships
- Manage and grow RHMF's presence on LinkedIn, Instagram, and Facebook
- Monitor and respond to communications via Google Voice and email
- Monitor and coordinate maintenance of the RHMF website

Administrative & Operational

- Handle day to day administrative responsibilities including correspondence and record keeping
- Make weekly post office runs for mailings and donor communications
- Manage financial coordination with bookkeeper and CPA companies
- Manage volunteer coordination and support board member engagement
- Maintain accurate donor records using a donor database or CRM system
- Attend and participate in key organizational meetings including RHMF Board meetings, Museum Commission meetings, and Friends of the Museum Board meetings as organizational liaison

Qualifications

Preferred

- Minimum 5 years of experience in nonprofit development or fundraising
- Demonstrated success with individual donor cultivation, corporate sponsorships, and fundraising campaigns
- Experience with donor database or CRM management
- Strong written and verbal communication skills
- Active presence and established relationships in the NWA community

You Are the Right Fit If You:

- Are a natural relationship builder who leads with people first
- Can work independently and manage your own schedule with minimal oversight
- Are passionate about history, community, and preserving local heritage
- Thrive in a small nonprofit environment where your work has direct and visible impact

Compensation & Details

- Contract position — \$2,000 to \$3,000 per month based on experience
- Approximately 20 hours per week
- Fully remote — home based office
- Reports directly to the RHMF Board of Directors

To Apply

Please submit your resume and a brief introduction sharing why you are passionate about this work to RHMFoundation.ar@gmail.com.