



Position Profile

Executive Director

Worland, WY



Organization Overview

The Washakie Museum and Cultural Center is a history museum dedicated to preserving and displaying the history of the Big Horn Basin in Wyoming. The Museum also serves as a community gathering space, hosting visual and performing arts events, lectures, children's activities, conferences, meetings, and other gatherings. Housed in a beautiful modern building opened in 2010, the museum features two interactive permanent galleries displaying the ancient and contemporary history of the area, as well as a flexible gallery space for temporary exhibits. The building also contains an event center, commercial kitchen and serving galley, gift shop, office areas, and storage areas.

The museum is a 501(c)3 nonprofit organization with a 12-member board of directors and a current staff of 9, including full- and part-time positions.

Position Summary



This position is available starting September 15, 2026. The Executive Director is responsible for the museum's overall leadership and strategic guidance to achieve its mission. This includes fundraising, enhancing stakeholder relationships, maintaining a strong public presence, and managing staff, the museum's fiscal health, facility, programs, and overall operations.

The next Executive Director of the Washakie Museum will join a financially sound and mission-driven institution with a strong foundation: a unique and growing community-supported collection, deep community roots, strong local support, and a dedicated, skilled staff. The Museum's exhibits and programs increasingly reflect its commitment to inclusivity, accessibility, and community relevance.

Essential Duties

1. **Strategic Program Leadership:** Using input from staff, board, and the community, develop and implement three-year strategic plans and annual work plans that meet the museum's mission and vision.
2. **Financial Management:** Oversee the organization's financial status, develop and monitor the annual operating budget, and ensure sound financial controls are in place.
3. **Fundraising & Development:** Develop and execute a comprehensive fundraising plan, including memberships, major donor relationships, state and private foundation grants, planned giving, and earned revenue from facility rentals and gift shop.
4. **Team Leadership:** Lead with empathy, emotional intelligence, and transparency to support a collaborative, creative team. Promote a collaborative, high-performance culture that values learning and a commitment to quality.
5. **Community Engagement:** Act as the face of the museum in the community, working closely with other local organizations, stakeholders, and the media to ensure its place in the community is recognized and valued. Network at the state and regional level to build awareness and ensure a positive reputation for the museum.
6. **Risk Management:** Oversee adherence to financial and legal compliance, ethical standards, financial sustainability, and diligent property maintenance.



Bringing Culture to Our Community

Fulfilling its mission to be both a museum and a cultural center means a strong dedication to the arts and to community gatherings. Annual programs at the Washakie Museum include a children's theater camp, multiple art exhibits, art workshops, community theater productions, a speaker series, children's STEAM classes, and a holiday Soup & Cookie Fair.



Leadership Competencies and Personal Characteristics

While no single candidate will bring every competency, strong candidates will see themselves reflected in the following characteristics:

Museum or Cultural Sector Experience

- A strong grasp of the cultural sector's purpose, structure, and challenges.
- Strong belief in the value of historical preservation, community gatherings, continuous learning, visual and performing arts, and other cultural experiences.

Leadership Grounded in Empathy, Clarity, and Respect

- Balances long-term vision with attention to people, priorities, and pace.
- Leads with empathy, listens actively, and builds trust and collaboration among the staff and board.
- Invests in staff development, wellbeing, and retention through clear expectations and thoughtful support.
- Skilled in guiding through ambiguity and change while maintaining transparency and steadiness.

Committed to Building and Stewarding Community Relationships

- Confident in engaging members, donors, foundations, and partners with authenticity and clarity.
- Builds durable, reciprocal relationships with historians, artists, educators, civic leaders, and community stakeholders.
- Embodies authentic, dynamic energy that builds trust, motivates, and engages others across the organization and in the community.
- Brings credibility and connection to relevant professional networks.

Proficient in Financial Management

- Experienced in budgeting, scenario planning, and aligning resources with mission and capacity.
- Understands the mechanics of fundraising, including membership, grants, major gifts, donor stewardship, and planned giving.
- Comfortable navigating restricted and unrestricted funds, endowments, and earned revenue.
- Partners effectively with staff and board to ensure financial sustainability.

Open-minded and Creative

- Dedicated to constant learning, evolution, adaptation, and improvement.
- Supports programming and organizational practices that reflect diverse voices and broad cultural relevance.
- Respects institutional history while modeling creativity and curiosity to bring fresh programs and cultural experiences to the community.

Focused on the Big Picture

- Able to oversee and coordinate multiple concurrent projects.
- Manages input and questions from many different sources.
- Empowers and mentors rather than micromanaging.

Location, Compensation, and Benefits

The museum sits on the main street of Worland, Wyoming, a charming town nestled in Washakie County in the heart of the Big Horn Basin. With a population of 4,812 as of the 2020 census, Worland is a close-knit community that prides itself on its friendly atmosphere and small-town charm.

As the county seat of Washakie County, Worland is not only a hub of local government but also a picturesque destination. Situated along the beautiful Big Horn River in northwestern Wyoming, Worland offers stunning views of the surrounding mountains and a wealth of outdoor recreational opportunities, including biking, hiking, pickleball, and golfing. The nearby Big Horn Mountains offer world-class rock climbing, hunting, and fishing, as well as downhill and cross-country skiing, camping, and hiking.

This is a full-time, on-site position with a 35-hour work week. The salary range for this role will begin at \$60,000/year, in line with candidate experience and qualifications. Benefits include health insurance, dental insurance, paid vacation, paid holidays, and a 3% Simple IRA match.

How to express interest

To express your interest and explore this opportunity, please submit your resume and cover letter to mammoth@washakiemuseum.org. All inquiries and discussions will be handled with the utmost confidentiality. This position is available immediately, and applications will be reviewed on a rolling basis until the role is filled. We look forward to hearing from you.

