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**Job Opening: Deputy Director (Full-Time)
Framingham History Center**

About Us

The Framingham History Center (FHC) is dedicated to preserving and sharing the stories that shape our community. Through exhibitions, programs, and the stewardship of three historic buildings and a 10,000-piece artifact collection, we make history relevant, engaging, and deeply connected to the present.

At FHC, we believe that a well-run organization is the foundation for all that we do, from preserving history to creating a space of belonging for our community, and we are committed to fostering a supportive, creative, and people-first work environment.

We also know that a great mission requires great operations behind it, and this new leadership role at the Framingham History Center is created with that goal in mind.

Position Overview

The Deputy Director is a new full-time leadership position responsible for ensuring the smooth and effective operations of the Framingham History Center. With the primary focus as the Chief of Staff (described as a Senior Level III position in the *Harvard Business Review*'s "The Case for a Chief of Staff," May 2020), this role will report to the Executive Director and will serve as the central coordinator for internal operations, supporting staff, streamlining workflows, and improving organizational efficiency. It is an ideal position for a leader – or rising leader – who is energized by collaborating with people and bringing order to complexity.

Because the FHC currently operates with a part-time staff (apart from the Executive Director and this new position), the Deputy Director will help connect departments and staff members so they have the structure, resources, and support needed to succeed. Ultimately, this new position will enable the Executive Director to have more focus on developing external relationships with funders and community partners; will develop into a strategic thinking partner for the Executive Director and senior leadership; and will participate in building the foundation that will take the Framingham History Center to the next level of growth and impact in the community.

This is an exciting opportunity for someone who thrives in a highly collaborative environment, enjoys problem-solving, and is passionate about making a mission-driven team more effective and sustainable.

(continued)



Key Responsibilities

1. Leadership & Staff Support

- Provides support and oversight to part-time staff across the FHC departments, including Education, Programs, Visitor & Volunteer Experiences, Archives & Collections, and Office Management.
- Acts as the primary leadership contact for part-time staff to provide guidance, resources, and solutions.
- Fosters a collaborative and psychologically safe work environment where staff feel valued and empowered.
- Conducts regular check-ins with staff to clarify priorities, brainstorm solutions, and track projects along short-term and long-term goals.
- Serves as a thought partner to the Executive Director.

2. Operational Strategy & Execution

- Develops internal processes that enhance communication, task management, and scheduling.
- Tracks deadlines, priorities, and action items to keep projects on schedule.
- Collaborates with staff to create systems that streamline workflow, decrease “rush” periods, and increase effectiveness.
- In consultation with the Executive Director, assists in execution of underserved or understaffed tasks.
- Anticipates organizational needs to address challenges and roadblocks and implement solutions before they escalate.

3. Internal Communication & Systems Leadership

- Operates as a connector across departments so staff can collaborate effectively and stay informed on shared goals.
- Leads staff meetings with clear agendas, action steps, and follow-ups.
- Creates an internal communication structure that keeps information accessible, timely, and actionable.
- Learns and applies software solutions (e.g., WordPress and Bloomerang, though prior knowledge of these systems is not required).



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- Uses Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or Google Suite (Drive, Docs, Sheets, Slides) proficiently.
- Applies basic design skills when needed (Canva, InDesign, etc.), though not required.

Qualifications & Skills

- Minimum of 5 years of experience in operations, project management, administration, or a similar leadership role.
- Background in managing teams, especially if it involves cross-functional or multi-departmental coordination.
- Experience in nonprofits preferred; experience in museums not required.
- Ability to manage multiple priorities and adapt to shifting needs.
- A collaborative and supportive leadership style that fosters teamwork and transparency.
- Growth-oriented with a desire to learn new skills and develop new systems.
- Strong organizational and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability and comfort with technology is required. While prior experience with our specific platforms (e.g., WordPress, Bloomerang, QGiv, etc.) is not necessary, candidates should be comfortable learning and implementing new software and technology solutions.
- Language skills, especially in Spanish or Portuguese, are a plus, but not required.

Compensation & Benefits

- Full-time, salaried position of \$60,000 - \$65,000 (compensation based on experience)
- Healthcare stipend
- Paid sick leave, vacation, and holiday package
- 401(k) with matching contribution
- Paid lunch break

How to Apply

To apply, please submit a resume and cover letter explaining your interest in the position to the FHC Hiring Committee at hiring@framinghamhistory.org. Applications will be open until Monday, March 31st, at 11:59 p.m.