Rancho Los Cerritos Foundation
Executive Director
Job Posting

Rancho Los Cerritos Foundation (RLCF) which oversees the Rancho, a nationally recognized Southern California historical landmark in Long Beach, California, is hiring an Executive Director. The Executive Director will lead the organization in preserving, conserving and interpreting the Rancho, ensuring that its historic value is maintained, supported, appreciated and widely shared.

The Rancho consists of an historic 1844 adobe house on 4.74 landscaped grounds, 7,000 historical artifacts, 85 cubic feet of archaeological materials, significant archival collections, and a California History Research Library. RLCF provides public tours, special events, a wide range of programs, and scholarly research. Rancho Los Cerritos hosts nearly 25,000 visitors a year.

The Executive Director reports to the Board of Directors and is responsible for all operations and historic preservation relating to the RLCF. In addition to overseeing development, grant writing, exhibits, public relations, programs, partnerships, and budgeting, the Executive Director manages daily operations and maintenance of the Rancho Los Cerritos Historic Site. The Executive Director will supervise 3 full-time and 6 part-time employees and oversee 150 volunteers.

The successful candidate will have demonstrated leadership in historic program development and long-range planning to ensure the site’s financial sustainability, as well as knowledge of current museum and visitor trends.

Key Responsibilities

- Provide support and counsel to the Rancho Los Cerritos Foundation Board of Directors and committees
- Manage payroll and employee programs; stay apprised of legal requirements
- Oversee budget, and control expenditures
- Direct educational programs and public events
- Coordinate maintenance, construction, and restoration projects
- Work with Government officials, Planning officials, the Cultural Heritage Committee, and other preservation groups in Long Beach
- Network broadly; represent the Rancho at community events and to community organizations
- Direct fundraising and grant writing activities and expenditures
- Participate in donor cultivation and stewardship activities
• Help plan and implement major fundraisers
• Interpret, implement and enforce RLCF policies; the Lease Agreement with the City of Long Beach; all grants and contracts; construction documents and projects; and the Secretary of the Interior’s Standards for Historic Preservation Projects

Qualifications
• 5 years of leadership/management experience at a museum or related organization
• A Bachelor’s Degree in a related field and/or related experience required. A Master’s Degree in History, Museum Studies, Architecture, Historic Preservation or related field is a plus.
• Knowledge of historic preservation standards and construction preferred.
• Demonstrated success with fundraising
• Good public speaker; ability to interact effectively in small and large groups
• Highly organized; ability to manage diverse projects and needs simultaneously while meeting deadlines
• Ability to inspire others to share, support and contribute to the Rancho’s vision and goals
• Experience overseeing major construction and restoration projects
• Experience dealing with government officials to further advocacy efforts
• Able to work a flexible schedule which includes some evenings and weekends to attend events and complete projects
• Enthusiasm for and experience managing educational programs
• Background in California history preferred
• Bilingual in Spanish a plus

Salary and Benefits
RLCF is offering a competitive salary, paid vacation and holidays, medical benefits and sick leave.

How to Apply
Please submit a letter of interest and resume as ONE ATTACHMENT to therancho-c6587@hrjobdept.com Unfortunately, we are unable to accept direct phone calls and other inquiries about this position. We thank you in advance for your interest. Only qualified candidates will be considered.