Job Listing
Executive Director: Grosse Point Lighthouse, Lighthouse Park District

Job Title: Lighthouse Director, Part-time, exempt
Reports to: Board of Directors/Commissioners
General Function: Provides visionary leadership for and management of the Lighthouse Park District's Grosse Point Lighthouse, a national historic landmark and museum in Evanston, Illinois.

Major Responsibilities:

1. **Development**
    - Implements comprehensive, long-range development strategies
    - Develops and cultivates relationships with donor base, funders and community partners
    - Actively pursues grants for lighthouse preservation and restoration
    - Supports and leads fundraising activities and capital campaigns

2. **Administration**
    - Manages the day-to-day operation of Grosse Point Lighthouse
    - Directs financial activities, develops budget, monitors financial status and prepares monthly financial reports for the LPD Board
    - Hires seasonal staff and volunteer tour guides
    - Maintains and updates museum exhibits, interpretive signs and media

3. **Programming and Public Relations**
    - Develops and delivers community education programs on the historic significance of the Grosse Point Lighthouse
    - Represents the LPD and the Lighthouse at the local, regional and state level
    - Interacts with key community stakeholders, including the City of Evanston, the Evanston Ecology Center, the Garden Club of Evanston, Jens Jensen Landscaping and Celadon Partners (Harley Clarke)

Education and Experience Requirements:
Five years experience in museum or other nonprofit work at an administrative level or comparable background. A degree in a museum-related field is desirable.

Skills/Abilities:

- Commitment to the mission of the Lighthouse Park District of Evanston to preserve and maintain the Lighthouse and its grounds for area residents and the general public.
- An appreciation for the historic significance of Grosse Point Lighthouse consistent with its designation by the U.S. Department of the Interior as a National Historic Landmark.

- Financial management skills, with demonstrated experience in grant writing, budgeting, monitoring grant expenditures, and financial planning.
- Managerial, organizational, long-range planning, human relations, and oral/written communication skills.
- Ability to supervise seasonal staff and volunteers and to work with the Board, community leaders and stakeholders.
- Demonstrated interest in the museum profession and basic knowledge of the legal of museums and nonprofit operations.
- Knowledge of maritime history, Great Lakes and Lake Michigan, lighthouses a plus.

NOTE: Option for full-time employment if interested in combining executive director responsibilities with those of the resident site manager. Please indicate your preference for the part-time role or full-time role in your cover letter.

TO APPLY: Please submit a cover letter, resume and three professional references to employment@grossepointlighthouse.net

APPLICATION DEADLINE: December 31, 2026