



JOB TITLE: Director of Engagement

DEPARTMENT: Office of Engagement

REPORTS TO: Chief Engagement Officer

FLSA: Exempt \$80K - \$85K

DATE: November 2025

ORGANIZATION MISSION

The National Civil Rights Museum, located at the historic Lorraine Motel, honors, and preserves the legacy of Dr. Martin Luther King, Jr. We chronicle the American civil rights movement and tell the story of the ongoing struggle for human rights. We educate and serve as a catalyst to inspire action to create positive social change.

POSITION SUMMARY

Reporting to the Chief Engagement Officer, the Director of Engagement plays a pivotal role in advancing the Museum's mission to inspire action for positive social change. This position leads day-to-day operations of the Office of Engagement Department, with the guidance and directions of the Chief Engagement Officer, ensuring that programming, partnerships, and initiatives reflect the Museum's values of inclusion, learning, and impact.

As a key deputy to the Chief Engagement Officer, the Director provides hands-on leadership in developing, executing, and evaluating programs that elevate the Museum's influence locally and nationally.

JOB RESPONSIBILITIES

Strategic Leadership & Departmental Management

- Serve as a thought partner and deputy to the Chief Engagement Officer, assuming leadership of the department in their absence.
- Supervise, coach, and support the Engagement Program Manager to deliver high-quality programs and engagement experiences.
- Following the guidance and direction of the Chief Engagement Officer, the Director will lead the planning and implementation of Corporate Equity Center, community engagement, and partnership programs.
- Translate strategic priorities into actionable work plans, ensuring alignment with institutional goals.
- Manage project timelines, budgets, and deliverables with precision and accountability.

- Represent the department in cross-functional leadership discussions and Museum-wide initiatives.

Program Design & Implementation

- Lead planning and implementation of Corporate Equity Center, community engagement, and partnership programs, ensuring they are mission-aligned and outcome-driven.
- Support the Chief Engagement Officer in the design and execution of Corporate Equity Center programs with active coordination and planning of events and programs.
- Develop project plans, including identification of key tasks, milestones, deliverables, dependencies, etc.
- Prepare program materials (curriculum, run-of-show, handouts, surveys, etc.) and deliver polished executive-level presentations.
- Coordinate logistics with internal teams and external partners to ensure seamless execution.

Partnership & Community Engagement

- Serve as an ambassador of the Museum's engagement mission in external engagements and community forums.
- Monitor the success of programs and share timely status updates and reports with Chief Engagement Officer.
- Work effectively with clients, partners, and vendors to arrange meetings, develop and confirm program plans, and discuss any potential opportunities or challenges for program implementation.
- Collaborate across Museum departments to ensure programming is planned and executed according to specifications, budgets, and timelines.
- Schedule and lead project and program meetings, develop agenda and documents.
- Prepare program documents (curriculum, pre/post-work, run of show, handouts, surveys, etc.)
- Develop engaging, informative, and well-organized executive level presentations.

Measurement, Communication & Continuous Improvement

- Track, trend, and report metrics that demonstrate the impact and effectiveness of the Corporate Equity Center and Community Engagement programming.
- Identify methods to strategically utilize program data to meet goals, targets, and gauge change in culture with continuous improvement.
- Use data insights to inform decision-making, drive continuous improvement, and communicate success to leadership.
- Develop systems to track participation, feedback, and trends in engagement outcomes.
- Support the Chief Engagement Officer in preparing executive updates and board-level presentations.
- Create dashboards and reports that highlight progress and learning opportunities.

OTHER FUNCTIONS

- The Director of Engagement performs additional functions (essential or otherwise), which may be assigned from time to time. The position may require work on weekends, nights, and holidays to accommodate facility programming and utilization. Must attend museum-wide staff meetings.

WORK ENVIRONMENT

- Work is primarily performed on-site in the Museum and in a typical office setting of a multi-level, multi-site complex with some outdoor work required when attending various functions associated with the Museum. Flexibility is required for occasional evening or weekend events.

CORE COMPETENCIES

- Strategic and operational agility
- Partnership building and collaboration
- Data-driven decision-making
- Inclusive leadership and cultural awareness
- Project and people management

QUALIFICATIONS

- Bachelor's degree and **5 – 7 years** related experience in Diversity, Equity and Inclusion, community engagement, or related fields; nonprofit experience preferred
- Minimum **2 years of direct** Diversity, Equity and Inclusion **program experience**; Diversity, Equity and Inclusion certification or equivalent training preferred
- Proven, progressive experience and demonstrated effectiveness, initiating, and supporting Corporate Equity Center and Community Engagement programs
- Demonstrated success managing projects, partnerships, and staff.
- Strong facilitation, presentation, and written communication skills; ability to lead high-stakes and/or sensitive conversations with confidence and care.
- Experience designing or delivering Diversity, Equity and Inclusion or leadership development programming.
- Ability to manage multiple priorities, work collaboratively across teams, and operate with agility in a fast-paced environment.
- Able to make sound judgments, be attentive and engage in a positive interactive relationship with visitors, volunteers, and other Museum Staff
- Ability to work effectively in a team-based environment
- Ability to work in a self-directed capacity
- Works collaboratively with museum leadership and independently.
- Maintain confidential records and files, handle confidential correspondence, and records.
- Excellent organizational skills and attention to detail
- Must possess a valid State Driver's license

An exceptional opportunity for a mission-driven emerging leader to serve as a deputy — blending strategic vision with hands-on program execution within one of the nation's most influential cultural institutions.