

Executive Director

Columbus Historical Preservation Trust (CHPT)

Location: Columbus, Texas

Type: Full-time | Exempt | Salary \$55,000–\$65,000 + Incentive Plan

About Us

Founded in 1961, the Columbus Historical Preservation Trust (CHPT) is dedicated to preserving the rich history and heritage of rural Texas. We currently own and maintain four historic properties in Columbus, including the iconic 1886 Stafford Opera House.

The Opera House's Grand Hall is undergoing extensive renovation, with a target reopening in May 2026. Our vision is to transform this space into a vibrant hub for community life — hosting family-friendly movie nights, historical presentations, grand galas, theater productions, and private rentals.

CHPT is on the cusp of an exciting new chapter, and we are seeking a dynamic Executive Director to help lead the way.

Position Summary

The Executive Director serves as the key leader of CHPT, overseeing day-to-day operations while ensuring the organization's mission is fulfilled through strong fundraising, community engagement, and effective administration. This individual will act as the **public face of CHPT**, working closely with the Board of Directors, volunteers, donors, and community partners to expand our reach and impact.

Reports To

Board of Directors

Primary Liaisons: Executive Committee (Officers) & Marketing Director

Work Schedule & Flexibility

- Full-time, goal-driven role (approx. 40 hours/week)
- Occasional evenings and weekends required for events and rentals, especially at the Stafford Opera House
- Flexibility during weekdays to balance schedule around events and organizational needs
- Must be available to respond to issues at CHPT properties and coordinate maintenance as needed

Salary & Benefits

- Salary Range: **\$55,000–\$65,000** (based on experience)
- **Incentive Plan:** Additional performance-based compensation tied to successful bookings and revenue growth at the Stafford Opera House
- Paid Time Off (PTO)
- CHPT will cover the cost of two tickets to local fundraisers or community events to support the ED's role as a visible community leader

Required Qualifications

- Bachelor's degree in nonprofit management, business, marketing, public relations, or related field (or equivalent experience)
- Proven success in fundraising, event planning, and grant coordination
- Experience with QuickBooks preferred; must be comfortable managing organizational finances and donor databases
- Strong leadership, organizational, and time management skills
- Excellent verbal, written, and public speaking abilities
- Deep commitment to CHPT's mission and goals

Preferred Qualifications:

- Experience working with historic preservation or cultural organizations

- Familiarity with Colorado County and the surrounding community

Key Responsibilities

Fundraising & Community Engagement (50%)

- Plan and execute fundraising campaigns, donor outreach, membership drives, and community events
- Serve as the primary public representative of CHPT at events, with donors, and with community partners
- Foster partnerships with local churches, civic groups, businesses, and cultural organizations
- Recruit, train, and manage a strong volunteer base

Administration, Operations & Events (35%)

- Oversee organizational finances, donor databases, and QuickBooks
- Manage rental inquiries, bookings, and agreements for the Stafford Opera House and other CHPT properties
- Serve as the primary point of contact for clients renting the Opera House, ensuring a smooth experience from booking through event completion
- Coordinate and oversee event logistics (set-up, staff/volunteers, scheduling, vendor communication, day-of support) to ensure successful execution of Opera House events and rentals
- Coordinate with Positive Force Consulting to maintain CHPT's online presence (website, social media, email newsletters)
- Serve as the main point of contact for organizational communications

Board Development & Strategy (15%)

- Support Board meeting preparation: agendas, reports, minutes, and communications
- Keep the Board informed on compliance and operational updates
- Assist with Board and committee recruitment and development
- Collaborate with the Board on strategic vision and long-term planning

Grant Research & Oversight

- Identify and research grant opportunities
 - Coordinate with grant writers on proposals and reporting
 - Ensure CHPT meets deadlines and reporting requirements
-

Why This Role Matters

Hiring a full-time Executive Director marks a transformative moment in CHPT's history. With strong leadership, we can expand programming, increase rental income, and successfully reopen the Stafford Opera House in May 2026 as a thriving community hub.

This role not only carries the opportunity to preserve local heritage and shape CHPT's future, but also offers a direct incentive plan tied to Opera House bookings and revenue growth — ensuring the Executive Director shares in the success of building CHPT into a vibrant cultural cornerstone.

To Apply

Please submit your **resume and cover letter** outlining your qualifications and passion for CHPT's mission to:

Admin@bossctx.com

Application Deadline: October 17, 2025

Equal Opportunity Statement

CHPT is an equal opportunity employer and encourages applications from candidates of all backgrounds, experiences, and perspectives.