

Position Specification

Organization: National Archives Foundation
Position Title: Civic Outreach & Program Director
Reports To: Deputy Executive Director
Location: Washington, DC

The National Archives Foundation (Foundation) is seeking a **Civic Outreach & Program Director**.

As the nonprofit partner of the National Archives and Records Administration (NARA), NAF is dedicated to generating financial and creative support, as well as public awareness, for exhibitions, public programs, capital projects, strategic partnerships, and civic and educational initiatives. The Foundation seeks to make the National Archives records more accessible to the public, spark curiosity, inspire discovery, and connect more Americans to our national story.

For over three decades, the Foundation has been a driving force behind landmark initiatives, including the restoration of the iconic Rotunda housing the Charters of Freedom, the launch of the innovative DocsTeach.org education platform, and the creation of the powerful “Records of Rights” exhibition in the David M. Rubenstein Gallery.

The National Archives Foundation is leading an ambitious campaign to transform civic and educational engagement nationwide. At the heart of this effort is the creation of a bold, state-of-the-art, \$45 million permanent exhibition—The American Story and Discovery Center—at the National Archives Museum in Washington, DC. This dynamic, highly interactive draws on AI technology to personalize the museum experience and will redefine how millions of visitors experience our nation's history. During the 250th anniversary of the Declaration of Independence in 2026, the Foundation will lead a number of high impact outreach initiatives in Washington, D.C., nationally and virtually.

In addition, the National Archives Foundation has championed a wide range of impactful special exhibitions and public programs that bring our nation's history to life for our citizens. A signature moment each year is the Foundation's prestigious Annual Gala. The highest honor bestowed by the Foundation draws leaders from business, government, and the cultural community to honor an individual whose work has advanced national understanding of America's identity and heritage through the holdings and original records from the National Archives. To learn more about the National Archives Foundation and its work, visit archivesfoundation.org

Position Scope and Responsibilities

The Civic Outreach & Program Director plays a vital role in supporting the Foundation's civic and programming efforts. This role ensures that the Foundation will continue to build civic literacy and public program engagement through exemplary educational resources, utilizing the records of the National Archives.

The ideal candidate must possess excellent people management and strong customer service skills. The position will require program fundraising in partnership with the development staff and engagement with visitors, volunteers, the Foundation Board of Directors, and sponsors. All Foundation staff are required to participate in evening or weekend events from time to time, including presenting and leading tours at the historic National Archives Museum. Occasional travel to conferences or meetings may be required.

Key Responsibilities

- **Leadership & Management**
 - Recruit, train, and supervise NAF civic engagement and program staff and oversee volunteers involved in civic programs.
 - Plan and manage program budgets.
- **Program Development & Execution**
 - Design and implement civic education initiatives for in-person and online audiences.
 - Expand the Foundation's educator and outreach network through training programs and strategic partnerships.
 - Manage signature education programs, such as: [DocsTeach.org](https://docs.teach.org/), Cokie Roberts Fellowship, and Archives Foundation Teacher Summer Institutes.
- **Partnerships & Outreach**
 - Build relationships with national education organizations (e.g., NCSS, Department of Education).
 - Coordinate with government agencies and nonprofit partners (e.g., NASA, National Park Service).
 - Represent NAF at national conferences and events.
- **Evaluation & Strategy**
 - Use educator feedback and survey data to assess and improve program effectiveness.
 - Identify trends and develop new program strategies accordingly.
 - Support program-related fundraising efforts in collaboration with the Development team.
- **Public Engagement**
 - Serve as the public spokesperson for civic and educational programming.
 - Collaborate with the Communications team to shape messaging.
 - Lead or assist with tours and special events at the National Archives Museum.

Qualifications

- Master's degree in Education or at least 10 years of relevant experience in classroom teaching, nonprofit education, or museum education roles
- Strong leadership and project management skills
- Excellent verbal and written communication abilities
- Strategic thinker with a results-oriented mindset
- Deep understanding of civic education and engagement

- Experience with Google Workspace, Online Survey Platforms and CMS Systems (a plus)
- Willingness to work flexible hours, including evenings and weekends
- A passion for U.S. history, a commitment to education and civic engagement, and an enthusiasm for the mission of the Foundation and the National Archives

The National Archives Foundation is an Equal Opportunity Employer. Diversity of ideas and opinions is paramount in our workplace, as it advances our mission to educate Americans and inspire a deeper appreciation for our nation's history. All qualified candidates will be reviewed without regard to race, sexual orientation, or religion.

Resumes are reviewed on a rolling basis. The salary range is \$100,000 to \$135,000 annually based on experience. Please email your resume, cover letter, and three professional references (references will only be contacted if the candidate is selected as a finalist).

Interested candidates, please apply by emailing your materials to jobs@archivesfoundation.org.