

Program Manager, Campus and Community Museums of Service (Part-time; growth to Full-time)

Location: Remote – USA

Hours: 20 hours per week with anticipated growth to full time

Compensation: (0.5 FTE equivalent) \$65,000–85,000 USD

The National Museum and Center for Service is a new museum dedicated to honoring and inspiring the American spirit of service. By promoting community-led exhibits across the country and establishing a signature space in Washington, D.C., the Center aims to celebrate the contributions of individuals and organizations that embody the spirit of service. Through its initiatives, the Museum seeks to foster civic engagement and inspire future generations to get involved in their communities, both locally and globally.

Position Overview:

We are seeking a flexible, adaptable Program Manager to launch and grow our Campus and Community Museums of Service program. This part-time role (with the intention to grow to full-time as program scale and budgets allow) will create and drive the tactical plan, lead implementation, build partnerships, develop toolkits, and support monitoring, evaluation, and learning (M&E). This is a new role reporting directly to the Managing Director—ideal for a self-starter excited to shape both the position and the program alongside a small, collaborative team. Success in this role requires strong self-management and entrepreneurial skills, the ability to prioritize tasks and time management, and a flexible, adaptable approach.

Key Responsibilities:

- Tactical planning and implementation
 - Create an annual tactical plan for the Campus Museums of Service program aligned with organizational strategic goals, in collaboration with the Managing Director.
 - Maintain and update the plan quarterly based on data, feedback, and changing priorities.

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- Lead day-to-day implementation and cross-functional coordination to deliver milestones on time and within scope.
- Toolkit and resource development & refinement
 - Develop, pilot, and refine program toolkits, guides, and resources for K–12, postsecondary, and community partners.
 - Incorporate partner feedback, evidence, and equity-centered design to improve usability and impact.
- Outreach, partnerships, and growth
 - Lead outreach and engagement with K–12 school districts, higher education institutions and community based organizations
 - Cultivate and steward partnerships that expand and strengthen Campus and Community Museums of Service.
 - Represent the program at conferences and events to drive awareness and uptake.
- Events and learning
 - Plan and coordinate virtual and in-person events, meetings, workshops, masterclasses and webinars to support program growth and partner capacity.
 - Convene communities of practice and peer-learning opportunities.
- Monitoring, evaluation, and learning (M&E)
 - Support program evaluation through data collection, tracking, and assessment activities.
 - Analyze data, generate insights and reports, and inform continuous improvement.
- Operations and communication
 - Manage timelines, program budgets, vendor relationships, and documentation for assigned projects.
 - Collaborate with communications to share stories, resources, and results across channels.

Qualifications:

- 4–7 years of program management experience in education, museums, community engagement, civic learning, or a related field. Comparable experience considered.
- Demonstrated experience with:

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- Building and managing partnerships across K–12, postsecondary ecosystems and nonprofit communities.
- Designing and delivering educational resources, workshops, and/or implementation resources.
- Planning and executing virtual and in-person events.
- Monitoring, evaluation, and learning (qualitative and quantitative data collection, analysis, and reporting).
- Startup-ready: adaptable, resourceful, comfortable with ambiguity, and effective in a small, fast-moving team.
- Strong project management skills with the ability to translate strategy into actionable plans and track progress.
- Excellent communication, facilitation, and relationship-building skills across diverse stakeholders.
- Confident presenting at conferences and representing an organization in public forums.
- Proficiency with standard productivity, CRM, and webinar/event platforms; data visualization is a plus.
- Commitment to equity, inclusion, and community-centered practices.
- Demonstrated personal history of commitment to and participation in service either through professional work, as a volunteer, or in some other manner.

Preferred

- Experience in museum education, public history, service learning, or civic engagement.
- Background working across both K–12 and higher education.
- Familiarity with human-centered design and iterative resource development.

As a new and growing organization, additional duties and responsibilities may arise. The ideal candidate for this position will be flexible and able to adapt to new challenges and priorities.

Role Type, Reporting, and Growth

- Employment type: Part-time at hire, with a clear pathway to full-time as program growth and budgets allow.
- Reports to: Managing Director.

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- This is a new role with significant opportunity to shape responsibilities, processes, and impact as the program scales.

To Apply:

Please submit your resume, 1-2 work samples highlighting your skills and a brief cover letter outlining your relevant experience and why you are interested in the position to resumes@nmcfs.org. Please list Program Manager in as the subject line.

Join us in making a difference in the community while supporting our dedicated volunteers!