

**WACO HISTORICAL SOCIETY
OPERATIONS MANAGER**

JOB DESCRIPTION

August 11, 2026

Position Title: Operations Manager
Reports to: Executive Director
Status: Part-Time, Average of 25 Hours Per Week Salary
Salary: \$26,000 - \$32,500 depending on qualifications and experience
Requirements: Associate degree or bachelor's degree in business administration, nonprofit management, or equivalent
Interested Applicants: Reply to admin@wacoairmuseum.org, or 937-335-9226

Position Description:

The Operations Manager for WACO Historical Society will work closely with the Executive Director. Under the guidance of the Executive Director, the Manager provides leadership and oversight of all day-to-day operations on the WACO Campus to maximize effectiveness and efficiency throughout the organization. The Manager will ensure that all activities are aligned with WACO's vision, mission, and core values.

Key Professional and Personal Qualities:

- 3-5 years' experience in operations management
- Self-directed with the ability to think and act strategically
- Excellent task and project management skills with emphasis on details
- Ability to manage large and small projects
- Commitment to working closely with the Executive Director, Staff, and Volunteers

Facilities & Campus Operational Duties:

1. Manage facilities operations for all buildings and grounds on the WACO campus.
2. Manage maintenance, janitorial, landscaping, and other services provided by volunteers or contractors for all buildings and grounds on the WACO Campus. Manage property, facility, and organizational insurance policies.
3. Oversee facility rentals and other contracts for use of buildings and grounds on the WACO campus, including crop share leasing of the land.
4. Maintain inventories of office, cleaning, and facility supplies, and order needed supplies within approved budget parameters.
5. Administer the organization's facility security program by maintaining accurate records of keys, access codes, and authorized users; recommending facility access based on operational need and implementing access only with the approval of the Executive Director; coordinating with the organization's security provider; ensuring authorized personnel are trained in the proper use of the security system; maintaining current access records; and safeguarding WACO facilities, equipment, and organizational assets through effective security practices.
6. Be listed as an emergency contact and respond to emergencies as needed.

Organizational Administration Duties:

1. Manage contracts for employees, vendors, and contractors.
2. Maintain and update employee, volunteer, facility use, and organizational handbooks and policies.
3. Assist and provide administrative support to the Airport Manager as needed.
4. Manage property, facility, and organizational insurance policies.
5. Schedule inspections and maintain organizational compliance records, including EPA records and FAA documentation (pilot records, aircraft registrations, drug and alcohol testing records) and other required regulatory documentation.
6. Work with the Executive Director to create and manage meeting schedules and staff and volunteer schedules.

Executive Support Duties:

1. Maintain accurate records and assist with reports as requested.
2. Provide oversight of the administration of the WACO membership program.
3. Manage data entry of donations into Bloomerang (CRM system) and complete regular donation and membership reports.
4. Manage mailings, donor acknowledgments, data entry, and reporting within Bloomerang.
5. Perform other duties as assigned by the Executive Director.

Communications Duties:

1. Manage website functionality and coordinate with vendors to ensure timely updates and issue resolution.
2. Oversee organizational email functionality, including coordination with service providers to maintain reliable operation.
3. Administer social media platforms, including account access, user permissions, and security protocols.
4. Develop, implement, and oversee the organization's media and communications plan with assistance from the Executive Director.

Visitor Services Duties:

1. Maintain working knowledge of the organization's point-of-sale system and provide backup support for admissions, memberships, retail sales, and other transactions as operational needs require.
2. Coordinate group visits, including museum tours, arranging tour guides, communicating pricing, and serving as the primary contact for group reservations, ensuring a positive visitor experience.
3. Under the direction of the ED, serve as the primary point of contact for the museum's biplane rides by scheduling flights, communicating with passengers, coordinating volunteer pilot assignments, aircraft availability, and flight support personnel; support the efficient operation of the ride experience.