

Caruth Homeplace Initiative

As the steward of W.W. Caruth, Jr.'s philanthropic legacy and the Caruth Homeplace, Communities Foundation of Texas (CFT) is engaged in an effort to understand and share the story of the enslaved people who worked and lived on the Caruth farm, connect with the descendants of the enslaved people, and make an impact beyond our organization on others contemplating similar work. As such, CFT seeks to engage a consultant to serve as the Strategic Project Manager for the initiative.

Summary

The Strategic Project Manager position is 100 percent grant-funded with an anticipated term of no longer than 24 months. The person who fills the position will be responsible for overseeing the development and installation of historical documentation, proposing outreach (for example, an event for the descendants or a scholarship program), and developing a theory of change for broader impact. This position is a consultant role that is part-time, temporary and not eligible for benefits. The responsibilities and tasks associated with the position are estimated to require 15 to 20 hours per week.

Key Responsibilities

- Work with the co-facilitators of the initiative to engage historians who will document information about the enslaved people who worked and lived on the Caruth farm; use the history to inform signage on the property, material for the website and verbiage for the docent script.
- Determine the appropriate outreach to the descendants, then plan and execute the outreach. Two potential outreach opportunities are a reception on the property and a scholarship program. But the candidate has the flexibility to determine if different or additional outreach is appropriate.
- Use the Theory of Change (TOC) methodology or a similar process to develop realistic and impactful goals for the initiative on an ongoing basis – a plan that ties the individual projects above to a broader purpose, such as grant funding for projects that address this history of American slavery in Texas.
- Draft the framework, with proposed approaches, procedures and an implementation plan for administering all programs moving forward.

Qualifications

The candidate for the Strategic Project Manager position should:

- Possess expertise in the area of American slavery; knowledge and strong interest in Texas slavery is preferred;
- Understand and have experience in the process of creating a TOC;
- Have a formal education in history with an African American focus, applied social sciences, applied research, or related fields;
- Demonstrate project management experience in a history or educational field.

Skills & Requirements

- Proficient skills using the Microsoft Office suite and a comfort with learning other technology platforms to complete the work;
- Strong project management skills, including time and budget management;
- Detail-oriented, self-starter with strong organizational skills;
- Strong interpersonal skills and ability to communicate openly and work collaboratively;
- Ability to write clearly about that initiative's topics with precision, accuracy, readability, and editorial correctness across multiple modes.