

Executive Director, Historic Sugartown: Overview

The mission of Historic Sugartown, Inc. is to inspire the community to engage with the past through authentic 19th-century experiences, participate in the village's present life and protect it for the future.

Founded in 1982 to preserve the 1800's rural crossroads village of Sugartown, Historic Sugartown stewards 11 structures and 9.2 acres located within the Sugartown National Register District in Malvern, Chester County, PA. Historic Sugartown's collections interpret 19th-century rural village community life in Pennsylvania and early American craftsmanship including domestic, industrial and agricultural artifacts as well as decorative pieces. HSI also stewards collections owned by the Chester County History Center (CCHC) that support HSI's interpretive programs and exhibits.

The Executive Director is the face of the organization and chief spokesperson, conveying passion of place, caretaking of its collections and promoting educational programs. The Executive Director oversees operations, finances, development, rental units and a small dedicated staff as well as partners with the Board of Directors to guide strategic direction and planning.

Requirements

Education: Relevant bachelor's or master's degree.

Experience: Minimum 5 years nonprofit leadership and management experience;
Cultural, historical or preservation experience preferred;
Ability to lead staff, contractors and volunteers.

Skills/abilities: Management, finance and administrative skills;
Proven track-record of fundraising and development;
Excellent written and verbal communications skills; ability to speak in public;
Strong interpersonal skills and ability to reach out to community leaders and dialogue with colleagues in related fields;
Knowledge of Microsoft office and Google Suite; Quickbooks knowledge a plus.

Competitive salary (salary range \$65,000 - \$68,500), schedule flexibility and attractive benefits; some nights and weekends required.

Historic Sugartown, Inc., is a non-profit 501(c)(3) organization that does not discriminate.

Submit resume and brief cover letter to info@historicsugartown.org.

Executive Director, Historic Sugartown: Responsibility Details

Priorities

- Broaden visibility, increase community outreach and build awareness of programs/events based on Strategic Plan approved by Board of Directors in 2021.
- Continue and expand educational programming.
- Expand pipeline of individual and institutional gifts as well as grants.

Mission-Focus

- **Programs & Events:** oversee the development and coordination of seasonal programs, tours, workshops and events.
- **Collections Management:** oversee the care and protection of the collections.
- **Buildings/Facilities Management:** oversee project prioritization and regular maintenance.

Management

- **Personnel:** lead full-time and part-time staff as well as independent contractors, volunteers and other resources; coordinate with local groups such as the Boy Scouts, Phelps School and area businesses for volunteer opportunities.
- **Governance:** with Board of Directors, lead planning objectives as directed by the Strategic Plan and coordinate board recruitment efforts/board orientation.
- **Finance:** monitor monthly finances; develop and manage annual operating budget; coordinate audit process.

Critical Support

- **Fundraising:** cultivate new and major donors; identify and pursue new grant opportunities; seek event sponsors and reach out to key supporters for special projects; develop and carry-out mid-year and year-end appeal strategies.
- **Real Estate Rentals:** coordinate 2 residential rentals and 5 office rental spaces.
- **Community Outreach:** maintain collaborative relationships with other historical/cultural organizations, regional nonprofits and the business community.
- **Event Rentals:** coordinate rental agreements for short-term and long-term event rentals.
- **Marketing:** oversee Sugartown brand, website, advertising, social media, etc.