

Job Posting

Executive Director, Oatlands Historic House and Gardens

Leesburg, Virginia

The Board of Directors of Oatlands Historic House and Gardens, a site of the National Trust for Historic Preservation, seeks a creative and energetic leader with an enterprising, entrepreneurial spirit to be the property's next Executive Director. Oatlands is located in the Piedmont region of Loudoun County, Virginia between Washington, D.C. and the Shenandoah Valley. Once part of the extensive Carter family plantation holdings, Oatlands tells the stories of a 19th-century working plantation, an early 20th century country house and the families who made their home there. Work is currently underway to add a 19th-century barn to the property's interpretation. Oatlands is owned by the National Trust for Historic Preservation and operated by Oatlands, Inc. For more information about Oatlands, please see www.oatlands.org.

Above all, the successful candidate must have a passion for leading and promoting Oatlands. Experience in or knowledge of Virginia and its history would be a strong plus. Although the successful candidate will most likely have solid leadership experience in the management of a museum or cultural institution, it is also possible that the individual might come from another career background in the nonprofit, for-profit or public sectors.

Job Summary:

The executive director is responsible for innovative leadership and overall direction for all aspects of operations, preservation, programming, planning, finances, communications and fundraising for Oatlands, a National Trust Historic Site, to assure that the site is managed, preserved and interpreted to the highest professional standards. The executive director manages a full-time staff of 10 and part-time staff of 25. The executive director reports directly to the Oatlands Board of Directors.

Duties:

Operations, Preservation and Programming

- Direct public programs, including daily tours, educational programs and special events.
- Direct research into buildings, landscape and collections.
- Oversee the interpretation, maintenance and conservation of the site's buildings, structure, landscape and collections.
- Supervise and train site staff and volunteers.
- Oversee outside consultants and contractors for restoration, construction and site development.
- Serve as the principal liaison to the National Trust.

Planning

- Work with the Board to implement the strategic Master Plan.

- Expand current and identify new programs, facilities and business opportunities that will provide additional revenue and complement the mission of the property.

Finances

- Oversee the development and management of the approved annual budget and operations plan.
- Oversight of the proper fiscal management, control expenditures, and assure that budgeted financial objectives are met.

Communications

- Oversee a robust communications plan through publications, Web site, social media and public relations.
- Reach a diverse set of constituencies including the local community, which is in a period of rapid change, local visitors, tourists, donors and others

Fundraising

- Direct fundraising activities to achieve operating, special project and capital support from government, foundations, corporations and individuals.
- Oversee earned income activities such as admission fees, site rentals and special events.

Qualifications

Minimum five years experience with museum, historic site, or other nonprofit or equivalent for-profit or public sector organization. Demonstrated leadership skills with increasing management responsibility and fiscal oversight. Excellent organizational, interpersonal, written, oral and electronic communications skills required as well as the managerial capacity to create a climate that fosters communications at all levels (paid staff, volunteers, Board). Advanced degree with a focus on museum or arts administration desirable.

Salary and benefits competitive.

Application Instructions

Please email your cover letter and resume in Word or PDF format to board@oatlands.org. No phone calls. Deadline for submission is September 15, 2010. Oatlands is an Equal Opportunity Employer.