



OPPORTUNITY: Executive Director

Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC)

THE ORGANIZATION

The mission of Delaware & Lehigh National Heritage Corridor, Inc. is to preserve and celebrate the nationally significant transportation and industrial heritage of the corridor and help residents of Bucks, Northampton, Lehigh, Carbon and Luzerne counties connect with the rich industrial heritage and stunning natural environment that combined to provide for the birth of the American Industrial Revolution.

Across 165 miles, five counties and three regions, the Delaware and Lehigh National Heritage Corridor is one of the earliest National Heritage Areas designated by Congress as a place where natural, cultural, and historic resources combine to form a cohesive, nationally important landscape. Founded in 1988 as a federal commission that transitioned to a 501(c)3 non-profit in the early 2000s, DLNHC takes a grassroots, community-driven approach (often through public-private partnerships) to heritage preservation, recreation, educational projects, heritage tourism, economic development, and natural resource conservation. In doing so, DLNHC fosters pride of place and an enduring stewardship ethic.

Based in Easton, with a \$1.5 - 2 million budget that includes operating the National Canal Museum and sustaining and promoting the 165-mile D&L Trail, DLNHC employs 18 staff and about 26 seasonal employees who work as educators and canal boat crew.

THE POSITION

Reporting to the Board of Directors, the Executive Director serves as the chief executive officer and president of Delaware and Lehigh National Heritage Corridor, Inc. The Executive Director provides strategic leadership, and is responsible for planning, advocacy, government relations, and financial management, while directing staff activities and programs. They also enhance member and stakeholder engagement to ensure the organization's mission is consistently achieved, effective internal and external relationships are maintained, and financial objectives are met.

The Executive Director has five direct reports:

- Senior Director of Operations and Finance (responsible for fiscal, operational, and human resource management efforts)
- Director of Museum and Archives
- Director of Trails and Conservation
- Communications Coordinator
- Executive Assistant.



POSITION RESPONSIBILITIES

Leadership and Vision

- With the Board of Directors, develop and articulate a Vision and create a Strategic Plan to achieve the Vision.
- Partner with the Board to maximize the effectiveness of board and committee meetings.
- Provide regular updates to the Board on organizational performance, challenges, and opportunities, including progress reports on strategic priorities.
- Help develop, maintain, and support a strong Board of Directors, including actively supporting the Board to fulfill its fiduciary and governance responsibilities.
- Provide leadership in developing programs, organizational and financial plans in collaboration with staff.
- As the chief development officer, engage with key volunteers, board members, partnering organizations, elected officials, and funders.
- Maintain a working knowledge of significant developments and trends affecting the organization, and of state and federal budget developments, appropriations processes, and implications for DLNHC's mission.
- Serve as the primary spokesperson and ambassador for the organization.

Budget and Finance

- Annually, with the staff and the support of the Finance Committee, develop a Budget to be approved by the Board of Directors.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations and reporting requirements.
- Jointly, with the Chairperson and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents and financial transactions.

Communications and Development

- Act as primary spokesperson for the organization at public presentations, events, and earned media opportunities.
- Ensure the development of a written Communications and Fundraising Plan, to drive:
 - All aspects of communications
 - A stronger brand and greater recognition of the activities of the organization, its programs, and goals.
 - Expansion and diversification of revenue generating and fundraising activities.
- Develop relationships with key donors and supporters, working with development staff to:
 - Identify potential major donors and develop strategies for engagement and solicitation and plans for stewardship.
 - Identify and pursue opportunities to diversify revenue streams, including both public and private partnerships, sponsorships, and grants.



- Maintain and build working relationships and cooperative arrangements with community groups and organizations.

Government Affairs, Advocacy, and Public Policy

- Keep abreast of legislative and regulatory updates.
- Build and maintain strong lines of communication with federal and state legislators through interactions in DC, Harrisburg, and in districts.
- Cultivate and win major grant opportunities at the federal, state, and regional levels.
- In conjunction with the Board, establish an advocacy strategy and organizational position for legislative and regulatory changes that impact the DLNHC.
- Lead the implementation of advocacy efforts.
- Build and maintain strong relationships with Commonwealth departments, and relevant cabinet level Commonwealth agencies.

Organizational Management

- Maintain and manage an effective leadership team.
- Ensure the implementation of the Strategic Plan.
- Inspire and align staff around the organization's mission and strategic goals.
- Foster a collaborative, inclusive, and high-performing workplace culture.
- Model DLNHC Community Values.
- Oversee day-to-day operations, oversight of the property and assets of the organization, such as the mules, boat, Emrick building and Spruce Lease.
- Put effective systems in place to track progress and regularly evaluate program components, to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Encourage staff and volunteer development and education, as the budget allows.

EDUCATION AND EXPERIENCE

- Bachelor's degree required. Master's degree preferred.
- Minimum 10 years of senior management experience
- A track record of effectively leading a regional outcomes-based organization.
- Demonstrated ability to develop and operationalize strategies to substantially enhance organizational growth.
- Strong marketing, communications, or fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Proven commitment to quality programs and data-driven program evaluation.
- Ability to coach staff, manage, and develop teams.
- Past success working with a Board of Directors.
- Demonstrated commitment to ensuring that all communities and stakeholders have access to the organization's programs and assets and are included equally in organizational planning and outreach.



- Strong marketing, communications, or fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Excellent written and verbal communication skills: a persuasive and passionate communicator and public speaker.

PERSONAL ATTRIBUTES

- Ability to be a high level visionary, set large goals and to anticipate or interpret issues to achieve organizational needs.
- A problem solver who is action-oriented, entrepreneurial and adaptable.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, integrity, positive attitude, mission driven.
- Understand organizational priorities and be able to delegate.

OTHER

- Ability to work weekends and evenings when required.
- Valid driver's license in good standing.
- CPR, AED, and First Aid certifications are preferred.

COMPENSATION

This is a full-time, hybrid-remote, exempt position. DLNHC office is located at 2750 Hugh Moore Park Rd, Easton, PA 18042. Travel is required occasionally to Washington, DC, Harrisburg, and to partner heritage areas as well as frequent partnership meetings and events held within the five counties of the Corridor (Bucks, Northampton, Lehigh, Carbon and Luzerne).

The starting salary range for this position is \$120,000-130,000 per year depending on qualifications and experience. Benefits include paid time off: 10 Holidays, 12 vacation days and 5 personal days; medical/dental/vision insurance; Flexible Spending Accounts for healthcare and dependent care, and participation in the DLNHC 403(b) retirement plan.

All offers of employment are subject to and contingent upon satisfactory completion of background checks as determined by DLNHC.

TO APPLY

DLNHC has retained Dunleavy & Associates as its partner for this search. In order to be considered, please submit your resume or CV and a cover letter, describing how your unique blend of qualifications and experience are a good fit for the position, via the following [LINK](#).

EEO/AAP Statement

Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any



type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state, or local laws.

Physical Requirements/Work Environment

Work requires a variety of physical activity including standing, sitting for extended periods, walking, bending, talking, and hearing. Duties for this position are performed in a variety of places including office, field work, local travel, off-site meetings and some overnight travel to Harrisburg, Washington, DC, and other National Heritage Areas around the country. The noise level in the office environment is usually moderate due to an open office layout with a high level of activity on phones, computers, and printers. The position will require overnight on-call duty and the ability to work during non-standard hours when the need arises. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.