

EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT
CARPENTERS' COMPANY OF THE CITY AND COUNTY OF PHILADELPHIA

Founded in 1724 as a guild, The Carpenters' Company of the City and County of Philadelphia is one of the country's most historically significant nonprofit organizations. By preserving and interpreting Carpenters' Hall, its unique membership of architects, engineers, and builders celebrate their preeminent role in the American story past and future; Pulitzer Prize-winning public historian David McCollough called Carpenters' Hall "the acorn of American democracy". The organization is seeking an Executive Director who is passionate about American History, Carpenters' Hall and The Company and is a strategic and creative leader.

The successful candidate will possess strong management capabilities, preferably with a nonprofit membership organization, including fundraising, financial management, team building, and talent management. The candidate will be the Company's leading voice and champion, enhancing the organization's identity both locally and nationally.

Among the Executive Director's areas of responsibilities are:

Management

- Provide leadership regarding hiring, performance management, and evaluation of 5 full time and 3 part time employees, 12 volunteer docents, and several consultants.
- Oversee planning, management and evaluation of all existing and new programs and events.
- Oversee major fundraising events including the biennial golf outing and gala.
- Manage the efficient operation of historic Carpenters' Hall as a free destination open and interpreted to the public.
- Meet the needs and interests of a diverse membership of architects, engineers, and builders.
- Foster and continue to encourage volunteerism to support the organization in day-to-day and long-term goals.

Mission and Strategy

- Support the Company's board in implementing its strategic plan.
- Facilitate the work of member volunteer committees and steward the interests of members, all of whom are owner-leaders of design and construction firms.
- Keep the board informed of financial, operational and programmatic performance, and the factors influencing them.
- Identify and cultivate relationships with funders and supporters. Share the mission of the organization and nurture partnerships that result in additional exposure for the Company and Carpenters' Hall.

Financial

- Manage and optimize a current operating budget of \$1.4 million and investment accounts of \$3.3 million
- Oversee fundraising opportunities and progress, leading staff and board in securing funding from Government, foundations, corporations, and individuals.
- Develop opportunities for increasing earned revenue.

Preferred Qualifications

- Advanced Degree preferred in preservation, museum studies, public history, nonprofit management or related field
- Demonstrated financial management skills including ability to develop and manage operational and facilities budgets
- Fundraising and development experience
- Excellent interpersonal and organizational communication skills
- Experience in the management of a history or museum organization
- Experience in the management of a professional membership organization

Position Details

- The Executive Director reports to the board of directors
- Compensation: Salary range \$130,000-\$150,000 with a comprehensive benefit package
- Position requires occasional travel and occasional work in the evening and on weekends
- Position requires climbing stairs

The Carpenters' Company is an EEO Employer.

Desired start date: December 2026

Submissions of interest in the position will consist of cover letter and resume directed to Carpenters' Company Search Committee at cboyce@intermissionllc.com. Applications received by August 1, 2026 will receive full consideration in confidence.