



Position: Executive Director of Historic Lewes

Location: Lewes, Delaware

#### About Historic Lewes

Historic Lewes is a 501 (c)(3) nonprofit organization founded as the Lewes Historical Society in 1962. Concerned by the loss of significant local structures and the deterioration of historic buildings following a surge of development and growth, this collective has grown in the years since into the Historic Lewes of today. Today, Historic Lewes serves as the stewards of twelve historic properties throughout the community of Lewes, each sharing the dynamic and rich heritage of the First Town in the First State. It also operates a new Maritime History Museum and a small archival facility, in addition to offering a variety of tours and special event programming.

#### Position Summary

Historic Lewes (HL), of Lewes, Delaware, is seeking a self-motivated, experienced and innovative Executive Director who will lead HL while working collaboratively with a dedicated Board of Trustees, a highly motivated full and part-time staff, volunteers and diverse community and regional affiliates. As the senior executive staff member, the Executive Director will report to the Executive Committee of the Board of Trustees and work with the board as a whole to ensure the effective implementation of the organization's mission, strategic plans, and the cultivation of strong relationships with stakeholders, including the board, staff, volunteers, donors, community partners, and the general public. As the chief executive of HL, the incumbent will be responsible for the overall strategic, programmatic, financial, and operational management of the organization.

#### Key Responsibilities

##### **Leadership:**

- Provides leadership and program management direction for the Society in coordination with the Board of Trustees
- Oversees the financial stability of the Society
- Hires, manages, evaluates and inspires staff
- Assures maintenance, responsible use and preservation of historic assets
- Assures ongoing acquisition, accessibility and curation of historic manuscripts and objects
- Develops and enhances relationships with national, regional, state and local professional, cultural, educational and governmental institutions
- Positions the Society as a leader among historical societies, small museums, and preservation organizations
- Promotes the history of Lewes and the Delmarva region

**Financial Management and Fundraising:**

- In coordination with staff and Board, creates and implements short-and-long-term strategies for pursuing and tracking donor bequests, grants and other financial support
- Serves as the point person for soliciting private financial support for the Society's programs, activities and city-wide facilities
- Serves as liaison to Lewes City, Sussex County and Delaware state government and elected officials for purposes of continuing grant and budget support

**Programs:**

- Manages and assures program managers, staff, volunteers and/or teams covering major program areas including education, interpretation, marketing, preservation, maintenance, accounting, operations, events and curation are effectively developing and delivering mission appropriate activities in coordination with each other
- Assures programs and events are designed and operated with fiscal controls and responsible budgets

**Community:**

- LHS is a core part of the Lewes Community. The incumbent will seek to strengthen community ties with neighbors, Local Government, Chamber of Commerce, Associations, businesses and individuals
- Serves jointly with the Chair as spokesperson for the organization
- Collaborates with local and regional organizations as appropriate

**Governance & Board Relations**

- Works closely with the Board of Trustees, providing timely and accurate information to support their governance responsibilities – supporting the Chair and Executive Committee in developing meeting agendas and materials
- Serves as ex-officio member of all committees
- Maintains accurate records of all Board of Trustees, committee meetings, and other official gatherings assuring minutes, legal documents, historical records and other files are appropriately stored and/or archived
- Keeps the Chair and Board of Trustees fully informed on the condition of the organization on all important matters and facilitates effective communication and collaboration between the Board and staff
- Implements Board directives and policies

**Staff and Volunteer Management**

- Responsible for hiring, managing, developing and implementing performance measures to build and maintain an accountable, responsible and effective staff
- Mentors staff and fosters a positive and collaborative work environment
- Collaborates with staff and board members to oversee the recruitment, training, and engagement of volunteers, recognizing their vital contributions

**Employment Terms:**

- Full-time salary with benefits
- 40 hours per work week
- Evening and weekend availability required
- Salary commensurate with experience

### Requirements

- Master's Degree in historic preservation, history, museum studies, non-profit management or a related field (or equivalent experience)
- At least 10 years of progressive leadership experience in a non-profit organization – preferably in historic preservation, museum management, or other arts or history related organization
- Demonstrated experience as a manager/supervisor of staff at various levels within an organization
- Demonstrated experience as the leader/coordinator of volunteers within an organization.
- A successful record of experience managing a medium size non-profit history-related society and/or museum as defined by the American Association of Museums. This experience to include management of multi-facility locations
- Demonstrated experience in financial and staff management
- Excellent communication and interpersonal skills with a proven ability to maintain effective relationships with diverse stakeholders
- Proficiency and/or comfort with modern software and technology including Google Workspace, QuickBooks, Donor Perfect, Adobe, etc
- Ability to multi-task, work flexible hours to cover special events, and to inspire staff to do the same

### Compensation and Benefits:

- Salary range \$90,000 - \$100,000
- Benefits package includes: health insurance, paid time off, 403b program
- Given the nature of the position the job is expected to be in-person rather than remote

To Apply: Please submit a cover letter, resume, three references and a writing sample to Human Resources, Historic Lewes – [hr@historiclewes.org](mailto:hr@historiclewes.org).

Historic Lewes is an equal opportunity employer 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, or any other characteristic protected by federal, state or local laws.