

STRATFORD HALL

National Historic Landmark • Westmoreland County, VA

Vice President, Operations & Administration

Reports to: President & CEO

Position Type: Full-time, Senior Leadership Team (one of three Vice President-level roles)

Salary Range: \$90,000 – \$120,000, commensurate with experience

Location: Westmoreland County, VA (on-site)

ABOUT THE ROLE

Stratford Hall, a National Historic Landmark, seeks a strategic and hands-on Vice President, Operations & Administration to lead the day-to-day operational and administrative backbone of the organization, with particular emphasis on financial, facilities, grounds, and capital project stewardship. Reporting to the President & CEO and serving as a core member of the senior leadership team, this role oversees sitewide facilities, landscapes, and security; oversees Stratford Hall's business operations (gift shop, hotel/lodging, private events, and festivals); and provides senior-level financial oversight, including monitoring institutional budgets and directing the outsourced Controller. As Stratford Hall enters a period of significant capital investment across its 1,800-acre campus, this position will serve as the primary point of contact for the organization's Owner's Agent/Project Manager on large facilities projects.

KEY RESPONSIBILITIES

- Serve as one of three Vice Presidents on the senior leadership team, supervising the Director of Business Operations, Director of Landscapes & Security, and full-time Maintenance Technician.
- Monitor and manage institutional budgets and provide senior-level oversight of the outsourced Controller and financial reporting function.
- Oversee sitewide facilities, grounds, and security, including a proactive preventive maintenance program.
- Serve as primary point of contact for the Owner's Agent/Project Manager on capital projects; build and manage capital project budgets.
- Oversee business operations across the gift shop, hotel/lodging, private events, and festivals.
- Manage the contracted HR Consultant relationship and serve as a day-to-day point of contact for staff on HR and administrative matters.

WHO YOU ARE

- 5+ years of progressive senior leadership experience in facilities management, capital projects, operations, hospitality, or administrative management, ideally within a nonprofit, museum, cultural institution, or historic site.
- Substantial experience managing institutional finances at a senior level, including budget monitoring and oversight of accounting/financial reporting staff or contractors.
- Demonstrated experience budgeting for and managing large capital projects.
- Comfort serving as the organizational point of contact for an Owner's Agent, Project Manager, architects, engineers, and contractors.
- Experience supervising managers/directors, maintenance staff, and contractors across facilities, operations, finance, and administration.
- Bachelor's degree in facilities management, construction management, business/nonprofit administration, or a related field, or equivalent experience.

ABOUT STRATFORD HALL

Stratford Hall is a National Historic Landmark located in Westmoreland County, VA, along the Potomac River. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration of Independence, Stratford Hall is implementing transformative strategic and campus master plans for its 1,800-acre historic preserve as it prepares for its 2029 Centennial of the Restoration of Stratford.

HOW TO APPLY

Please send a resume and cover letter to presidentsoffice@stratfordhall.org with “VP Operations & Administration” in the subject line. The position will remain open until filled.

Stratford Hall is an Equal Opportunity Employer committed to an inclusive and collaborative culture and does not discriminate based on race, ethnicity, religion, gender, gender identity, sexual orientation, or any other characteristic protected by law.