

## **Executive Director, Washington Heritage Museums**

Founded in 2012, Washington Heritage Museums (WHM) manages four 18th-century historic properties in downtown Fredericksburg, Virginia: Mary Washington House, Hugh Mercer Apothecary Shop, Rising Sun Tavern, and St. James 'House. In 2023, the organization expanded its portfolio to include the Mary Washington Monument and the Caretaker's Lodge, a site currently undergoing renovation and landscape redesign to improve accessibility and enhance its educational value. More information about WHM can be found at [https:// www.washingtonheritagemuseums.org/](https://www.washingtonheritagemuseums.org/)

Supported by a growing local, regional, and national community of members, WHM is dedicated to the preservation of its historic properties as well as their interpretation through inclusive narratives that inspire an engaging and enduring understanding of the Washington family. As the leader of one of Fredericksburg's most vital cultural institutions, the next WHM Executive Director (ED) reports to the Board of Directors and is responsible for implementing Board-approved strategy. Working closely with a 15-member Board of Directors and its committees, the ED will serve as the WHM's chief strategist, fundraiser, and manager. The ED will set and implement the organization's strategic ideas for WHM moving forward; drive financial and fundraising initiatives that support key priorities; safeguard historic properties and collections as well as uphold educational programs; oversee staff and coordinate volunteers; and foster community partnerships that expand WHM's reach and membership. This full-time, on-site position is located in Fredericksburg, Virginia.

The successful candidate will bring strong nonprofit leadership and management skills, a commitment to historic preservation and public history, and the ability to build collaborative relationships and inspire support for WHM's mission. The ED will serve as the organization's primary leader and spokesperson and will play a central role in fundraising, financial stewardship, community engagement, staff development, and strategic planning.

## **Required Qualifications**

### **Strategic Leadership and Governance**

- Lead, consult, and contribute to conversations with the Board, WHM members and staff, and community stakeholders to advance the goals, objectives, and mission of the organization.
- Establish short- and long-term priorities and oversee planning for all operations and administration of the WHM.

- Strategically guide the development of programs and activities to support identified priorities in alignment with available resources while addressing organizational challenges. Financial Management and Fundraising
- Strengthen the organization's financial stability by developing and monitoring operational and project budgets as well as managing the endowment investment portfolio.
- Develop and lead a robust grant-writing strategy in support of the priorities and goals of the organization.
- Identify fundraising opportunities for ongoing work and special projects through individual donations, corporate sponsorships, and foundation philanthropy.

### **Financial Management and Fundraising**

- Serve as the organization's primary fundraising leader and develop a comprehensive development strategy aligned with WHM's mission and strategic priorities.
- Provide strong financial leadership and oversight, working with staff, the Board, and professional advisors to maintain the organization's financial health and long-term sustainability.
- Strengthen the organization's financial stability by developing and monitoring operational and project budgets as well as managing the endowment investment portfolio.
- Develop and lead a robust grant-writing strategy in support of the priorities and goals of the organization.
- Identify fundraising opportunities for ongoing work and special projects through individual donations, corporate sponsorships, and foundation philanthropy.
- Oversee business management of the organization including, but not limited to: record keeping, payroll, tax filings, audit preparation, insurance coverage, debts, receipts and funds management.

### **Stewardship and Interpretation of Buildings, Grounds, and Collections**

- Ensure the ongoing conservation, repair, and restoration of the WHM historic structures, safeguarding architectural integrity while meeting safety and accessibility standards.
- Oversee the care, enhancement, and interpretation of gardens and surrounding landscapes, balancing historical authenticity with visitor experience.
- Provide leadership and oversight for the research, documentation, conservation, and interpretation of buildings, artifacts, and archival materials associated with the

properties, ensuring scholarly accuracy and engaging storytelling for diverse audiences.

### **Community Engagement and Public Programming**

- Serve as an advocate of WHM—its mission and vision—to increase visibility of, access to, and engagement with the WHM properties, collections, and programs.
- Foster relationships and seek opportunities to partner with community constituencies, building relationships and opportunities for public engagement and donor support.
- Develop, implement, and evaluate public programs that foster meaningful community engagement, broaden participation, and strengthen connections between WHM and diverse audiences.

### **Management of Staff and Volunteers**

- Hire, manage, and evaluate full-time staff and contract employees.
- Develop staff through coaching, delegation, and mentorship.
- Develop and sustain a robust volunteer program that recruits community members to assist WHM ongoing activities, including board-committee work.

### **Preferred Qualifications**

- B.A. in Historic Preservation, History, Museum Studies, or related fields and/or 10+ years of experience in various aspects of historic site work.
- Demonstrated experience in a leadership role within a nonprofit, cultural heritage organization, including strategic planning and resource development.
- Knowledge of museum business operations, including budgeting, financial management, project management, and marketing. Strong skills in donor cultivation, fundraising, and relationship-building. Knowledge of federal and state granting agencies and private foundations; track record of success in applying for grant funding.
- Demonstrated knowledge of and work experience in historic preservation, museum interpretation, and standard curatorial practices.
- Demonstrated experience in staff and volunteer management, supervision, and leadership, including assessing, coaching, developing, managing, and mentoring staff.
- Marketing knowledge and experience, including the use of social media platforms for organizational and event promotion. Knowledge of Canva and the creation of basic images and marketing materials for online and print.

- Excellent interpersonal and collaborative skills; ability to build the confidence and trust of staff and community members. Demonstrated interest and success in fostering partnerships and working collaboratively with diverse stakeholders. Skilled in navigating sensitive conversations and balancing competing interests with diplomacy and professionalism.
- Strong written and verbal communication skills. Ability to represent an organization internally and externally with multiple constituencies.
- Proficiency in Microsoft Office, Network for Good, PastPerfect (or other museum cataloging software)

### **Physical Demands**

The work is typically performed indoors in an office environment and may take place in historic structures that lack elevators, ramps, or comparable accessibility features. The ED may, on occasion, be required to stand for extended periods of time, walk short distances and be able to lift up to 40 pounds, especially during special events and activities.

### **Salary and Benefits**

The salary range for this position is \$75,000–\$85,000, with a benefits package including employer-matched retirement plan, paid time off, and professional development support. This range takes into account the wide range of factors that are considered in making compensation decisions, including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, and other organizational needs. Salary offers are determined based on the final candidate's qualifications and experience.

### **How to Apply**

**To apply, please submit your resume and cover letter  
to [search@washingtonheritagemuseums.org](mailto:search@washingtonheritagemuseums.org)**

### **Equal Opportunity Employer**

Washington Heritage Museums is an Equal Opportunity Employer that values diversity and inclusion and welcomes applicants from all backgrounds.