

The boards of The Woodlands Cemetery Company and The Woodlands Trust for Historic Preservation seek an experienced, well-organized, and dynamic individual to serve as full-time executive director of this National Historic Landmark. The Woodlands is a 54-acre site located in the University City section of West Philadelphia with an imposing, Federal-style country house from the 1780s set amid an active historic cemetery and landscape. The mission of The Woodlands is to preserve, enhance and interpret its nationally significant cultural landscape, historic buildings, and cemetery and to make them available to the public as vital educational, environmental, and civic resources.

The new executive director will work with the two boards to provide leadership in the stewardship of the site, in advancing its programming, and in ensuring its economic viability. The executive director will manage the continuing implementation of the current operating plan and develop the next phase of strategic planning for the historic mansion, cemetery, and landscape. The executive director will also be responsible for all administrative and financial aspects of both non-profit corporations, including the oversight of a cemetery sales operation in a manner befitting the site's historic character.

More specifically, the executive director will be responsible for:

**Site Management and Planning:** Oversee all aspects of property usage and maintenance, as well as planning for future infrastructure improvements and cemetery initiatives. Working with the Cemetery Company and Historic Trust Boards, develop and implement a strategic plan that advances the mission for this National Historic Landmark.

**Preservation and Restoration:** Working with the Preservation Committee, manage the ongoing restoration of the mansion and develop and implement plans for the preservation, maintenance, and restoration of the house, other buildings, cemetery monuments, and grounds.

**Financial and administrative management:** Working with the Finance Committee and Treasurer, develop and manage the annual operating budget; provide oversight and supervision of all consultants and contractors; supervise staff, student workers, and volunteers; attend all Board meetings, and present written reports to the Boards.

**Cemetery Sales and Management:** Working with the Cemetery Business Committee, oversee cemetery operations, including sales, planning for, and implementation of capital improvements, in order to build earned income streams appropriate to the historic nature of the site.

**Development/Fundraising:** Working with the Development and Finance Committees, develop and implement a comprehensive fund-raising strategy to meet short and long-range financial goals. This will include pursuing foundation and government support, identifying and cultivating donors, and furthering efforts to expand and engage the Friends of the Woodlands Trust.

**Interpretation/education:** Continue to expand interpretation for all aspects of the site. Building on a knowledge of all historical aspects of The Woodlands, develop, publicize and present tours, events, and programs for the public. Pursue appropriate collaborative programs with local educational institutions.

**Community Outreach:** Cultivate and maintain relationships with neighboring universities, community organizations, cultural and arts organizations, historical societies and preservation organizations, horticultural and greening organizations, and historic cemetery organizations.

**Marketing:** Develop printed and web-based marketing materials; maintain current website; produce newsletters and annual report; serve as chief spokesperson for the organization; and provide a high degree of visibility locally, regionally, and nationally.

Reporting to the presidents of the boards, the executive director will play a vital role in shaping the future direction of this National Historic Landmark, including the restoration of the nationally-significant house and ensuring The Woodlands' long-term financial viability. This is an excellent opportunity for a self-directed and creative individual to have a significant impact in securing a sustainable future for this important historic site.

Candidates must have a strong background in the field of cultural heritage and non-profit management; financial and business acumen; excellent writing and public speaking abilities; facility with appropriate office technologies; and strong interpersonal skills to work with staff, the boards, the public, press, donors, volunteers, and government officials. A master's degree in a relevant field or equivalent experience is required. A working knowledge of historic site preservation and administration, particularly of historic cemeteries, will be highly desirable. Competitive salary and benefits are offered.

**Please submit resume to: [WoodlandsSearch@usp.edu](mailto:WoodlandsSearch@usp.edu).**

03-08-10