



Executive Director, Historic House Trust of NYC New York, New York

About the Organization: Historic House Trust of New York City (HHT), is a 501(c)(3) organization in partnership with the New York City Department of Parks & Recreation (NYC Parks), that advocates for, promotes, and provides expertise to preserve 23 publicly owned historic house sites (the Houses) representing more than 350 years of history in New York City. The Houses, on city parkland, are owned by NYC Parks which is responsible for maintaining them in good condition, and as such HHT's partnership with NYC Parks is central to its operations. From managing major restoration projects to coordinating daily maintenance needs, HHT and NYC Parks are crucial in ensuring that these important historic sites survive for future generations. The Houses are located in all 5 boroughs and operated by individual nonprofit "licensee" museums who count on the city to care for the Houses. The nonprofit House licensee-museum-operators in turn enable public access and ultimately represent education of current and future generations of New Yorkers, tourists and other visitors and like the parks where they are located, they all serve many local communities.

Position Summary: The Executive Director will understand that the physical well-being of the sites is essential and HHT's greatest priority and purpose is to assist in securing public and private funding for the capital projects and ongoing maintenance needs. The Executive Director will be expected to serve as an active partner in dialogue with the House leadership teams to identify resource needs for the Houses and focus on obtaining funds and resources from donors, NYC Parks, and other stakeholders to meet those needs.

The Executive Director must be an unwavering advocate for the maintenance and preservation of the Houses as it works with NYC Parks, other NYC agencies, potential private donors, and elected officials across the five boroughs.

Specific duties include, but are not limited to, the following:

Leadership, Management, and Administration

- Lead and manage all aspects of the nonprofit organization and the partnership between HHT, NYC Parks and the Houses, including responsibility for budget preparation and management; develop and maintain strong, positive working relationships with all stakeholders, HHT Board and HHT Directors' Council, NYC Parks leadership and staff, and boards and staff of the Houses, elected officials, HHT staff, and donors.
- In partnership with HHT Board, NYC Parks, and the leadership teams of the Houses Implement long range strategic plans for HHT and the Houses and ensure that its goals are met and that the needs of the Houses are being served effectively and efficiently.
- Schedule and attend all Board committee (such as Audit & Finance, Conservation, Marketing, Development, and Board Development) meetings and work closely with committee members to implement their advice and drive changes when cost/benefit justified and in compliance with HHT's strategic objectives.

- Work with the Board Development Committee to recruit candidates as well as evaluate existing Board and Directors' Council members.
- Monitor and maintain data on Board and Directors' Council attendance, financial contributions and other participation in HHT events and programs.
- Create and maintain staffing designed to implement above including managing staff provided by NYC Parks
- Oversee the license agreement between HHT and NYC Parks and the license agreements between NYC Parks and the Houses to ensure compliance with rights and obligations by all parties.

Fundraising and Development

- Represent HHT at events to strengthen HHT's visibility and communicate its message.
- Identify potential sources of funding and manage efforts to support HHT's strategic objectives and the resource needs of the Houses including but not limited to capital projects, maintenance, and repair. Actively participate in fundraising activities including traditional foundation, corporate and individual giving programs, cultivation events, board recruitment, development and governance activities.
- Work with HHT's Development and Finance Committee to identify specific financial needs, strategize on how to significantly increase fundraising and drive efforts to meet newly established goals.
- Meet with existing donors regularly and proactively to cultivate potential donors.

Advocacy for Historic Preservation and the 23 Historic House Museums

- Be a strong advocate for HHT with elected officials including City Council, Borough Presidents, NYC Parks, and relevant city agencies, and a liaison between HHT, NYC Parks, and the Houses, and the primary access point and advocate for the Houses in their relationship with NYC Parks.

Historic Preservation Expertise is desired but not necessary at a technical level. The candidate should appreciate history, architecture, culture, and education in broad terms.

- Work closely with the capital projects staff of NYC Parks and HHT architectural conservator to assure Capital Projects advance at an appropriate pace
- Assure that HHT and NYC Parks staff develop a detailed conservation and maintenance plan for each House that includes a systematic approach to regular inspection of, and a cyclic maintenance program such that capital projects and special needs are identified for each House so that repairs and maintenance can be addressed on a timely basis.
- Build strong, positive working relationships with NYC Parks leadership and staff and awareness and knowledge of NYC Parks systems and processes that are directly relevant to supporting preservation of the Houses.
- Develop, maintain, and improve relationships with all the Houses through regular in-person visits at least 2-3 times a year which includes meeting with House leadership teams including executive directors, staff, board members and other relevant House personnel to discuss ongoing needs including but not limited to maintenance, repair, and capital projects.
- Prioritize the creation of, and financial support for, a preservation and maintenance crew that will provide services to the Houses as needed.

Promotion of HHT and the 23 Houses

- Provide deep metrics for existing and new programs, justifying the expense and time involved in fundraising, recruiting, training and coordinating volunteers and staff
- Establish and implement programs to increase visibility and traffic to the Houses, utilizing resources such as NYC & Company, contests, social media, NYC Parks and HHT press releases and new website content.
- Demonstrate to the Houses the value of increased visibility and visitors, using, for example, before and after social media and website metrics.
- Work to enhance HHT's standing with, and value to, NYC Parks, the Mayor's office, and office of other elected officials.
- Oversee the development of the HHT website and other marketing and communication channels and ensure that such communications contain accurate, up-to-date, substantive details about the Houses such that their importance as historic sites, and the services they provide to engage the local communities, school children, and visitors are communicated to HHT's various constituents and stakeholders.

Required Qualifications: The ideal candidate will possess the following qualifications:

- Experience in the fields of historic preservation, museum management, promotion of heritage tourism, nonprofit administration and/or related fields.
- Proven leadership skills, ability to manage and motivate staff
- Excellent oral and written communication skills
- Prior experience working with NYC government
- Experience in fund-raising from city and private funding sources
- Passion for NYC history, architecture and/or preservation preferred
- Valid driver's license required

Salary and Benefits: Salary commensurate with experience. Full benefits provided. Salary Range: \$120,000 to \$145,000 per annum

Location: Office located at the Olmsted Center in Flushing Meadows Corona Park.

Reports to: HHT Board, bi-weekly updates with Board chair, monthly with Board Executive Committee and quarterly with HHT Board.

Direct Reports: To be Determined

Job type: Full-time

Required experience: 7+ years with demonstrated experience in management, fundraising, advocacy, and communications.

Required Education: BA/BS in business, business administration, nonprofit administration or equivalent. MS/MA highly desirable.

Interested applicants should send a resume and cover letter to employment@historichoustrust.org.