

## Harriton Association

### Executive Director

The Executive Director/ of the Harriton Association is responsible for the management and oversight of Harriton House and Park, a 14-acre property in Bryn Mawr, Pennsylvania with the 1704 National-Register-designated Harriton House as its centerpiece. The Executive Director provides leadership to the Harriton Association, a membership organization that manages the property. The Director is responsible for all aspects of the day-to-day and long-range operations of the Association, including managing the site and its properties, educational programming, fund-raising and marketing, hiring and supervision of staff, and serving as the public face of Harriton.

This position requires a person who will work proactively to further strengthen the Association's programming and financial situation in close coordination with the Board of Directors. The ideal candidate will be a leader who seeks out strategic partnerships with other non-profits, educational institutions, and Lower Merion Township to further the mission of the Association. Moreover, the Executive Director will need to be comfortable interacting with the community on the Association's behalf and more generally maintaining an inclusive environment for the community to enjoy and learn about the Harriton House and Park.

The ideal candidate must demonstrate a commitment to and passion for the site and its history and educational mission. This includes developing the historical legacy of the property and its residents, preserving and enhancing the natural resources and landscape of the property and maintaining agricultural programs such as the bee keeping program and the farm animals. The Executive Director will also provide a leadership role in advancing the Board's priorities for developing expanded programs in African-American history and environmental studies.

#### SPECIFIC DUTIES INCLUDE:

1. Oversees and coordinates the operations of Harriton
2. Works with the Harriton Association board on short- and long-range planning
3. Initiates and manages fundraising in collaboration with the Harriton board
4. Develops and manages the Association's budget, in coordination with the Treasurer
5. Provides leadership on maintaining the historic Harriton house, its furnishings, and documentation, in accordance with professional preservation standards
6. Oversees the planning of educational programming and public events
7. Oversees the development of interpretive material on the history of Harriton
8. Represents Harriton to the community and initiates and oversees marketing and public relations efforts

9. Coordinates Association member activities, including building the membership
10. Hires and supervises Harriton staff
11. Maintains relationships with the Township of Lower Merion regarding property maintenance and special projects
12. Oversees the maintenance of the Harriton grounds and animals, and manages rental properties
13. Reports to the President and Board of the Harriton Association

## QUALIFICATIONS

The ideal candidate for this position will have a degree in history, museum studies, or related field, and at least three years of experience working in museums, historic sites, or cultural institutions. Excellent presentation and technology skills, the ability to engage diverse audiences, experience with program planning, and a record of successful grant-writing and fund-raising are essential.