



Newlin Grist Mill

219 South Cheyney Road

Glen Mills, PA 19342

Job Summary: *Executive Director*

The Board of Trustees of the Nicholas Newlin Foundation, which oversees the Newlin Grist Mill, is seeking an Executive Director (ED) who will have operational and budgetary responsibility for Newlin Grist Mill's staff and programs and for the execution of its dual mission "to preserve and interpret the historic mill and 160-acre property for public education and enjoyment."

The new ED, who will report directly to the Board, will establish a culture of growth, consistently evaluating and adapting current programming and operations to advance the institution's future development.

This is a rare opportunity for a forward-focused leader with strong interpretative skills to guide one of Southeastern Pennsylvania's earliest water-powered mills and the surrounding preserve into a new era of innovation and growth. The Board welcomes applicants with entrepreneurial instincts as well as proven experience in nonprofit leadership, educational programming, and fundraising. A passion for history, a love of nature, and a collaborative attitude are key.

Overall Leadership

- In collaboration with the Board, manage the budget with a focus on long-term financial stability, establishing a set of strategic, mission-aligned goals that will guide decisions regarding programming and other on-site activities.
- Ensure ongoing programmatic excellence, both at the historic site and in the 160-acre preserve, supported by creative fundraising and targeted communications.
- Act as a liaison between Newlin Grist Mill's staff, trustees, volunteers, partnering organizations, and funders.
- Lead and empower staff and volunteers, whenever possible, using Newlin Grist Mill as a training ground for interns and entry-level employees who wish to pursue careers in the nonprofit sector.

Fundraising & Communications

- Expand revenue generation and fundraising activities with current and prospective donors, corporate partners, and sponsors.

- Build a stronger brand for Newlin Grist Mill by refining communications – on social media, in traditional media outlets, and in person.

Planning For the Future

- Look for opportunities to build partnerships in new markets by establishing relationships with local businesses and community leaders.
- Explore ways to collaborate with regional nonprofits to advance Newlin Grist Mill's mission to enhance the education and enjoyment of the public.

Qualifications

- An advanced degree or equivalent experience is preferred.
- Three to five years of leadership experience in nonprofit historic sites and/or environmental conservation.
- Proven expertise in managing a multi-tasking staff of 7-10 and a robust volunteer base.
- Demonstrated financial and organizational management skills.

Salary and Benefits

The salary range for the ED position is \$100,000 to \$110,000. Newlin Grist Mill offers health insurance, paid vacations and holidays, paid sick leave, and a retirement plan with employer matching contributions.

How to Apply

At Newlin Grist Mill, we value authenticity — in your application as well as in your approach to conservation. Qualified candidates should submit a resume along with a cover letter that outlines their leadership style, fundraising techniques, and approach to balancing historic preservation, environmental stewardship, and financial sustainability. Applications should be sent to newlinmilljobs@gmail.com.

About Newlin Grist Mill

[The Newlin Grist Mill](#) and its surrounding 160-acre park is a place for exploration of both history and the environment. It features a working grist mill, public programs, and over 8 miles of nature trails. Whether you are involved in preservation, education, outdoor recreation, or just relaxing, there is something for you. Newlin Grist Mill is open daily, and admission is free.

As a non-profit organization that is tax-exempt under Section 501(c)3 of the Internal Revenue Code, the Newlin Grist Mill is a qualifying employer under the Public Service Forgiveness (PSLF) Program. Newlin Grist Mill is an equal opportunity employer.