

**President: Chester County History Center
West Chester, Pennsylvania**

Background: Founded in 1893, the Chester County History Center (CCHC) is a nonprofit organization that serves as the official county history museum, history education center, and historical repository of Chester County, Pennsylvania, one of the Commonwealth's original counties. The 56,000 square foot museum has a budget of \$1.4 million and a staff of 17 full-time and 8 – 12 part-time. It includes seven exhibition galleries, 80,000 museum artifacts, a research library with over 700,000 manuscripts and 10,000 reference volumes, a photo archives of more than 100,000 photographs, and public programming space. In 2021, CCHC completed a comprehensive redesign of its core exhibition galleries, including visible storage in two additional galleries. CCHC presents a vibrant array of programs for children, families, and adults, and a robust set of school programs, including the regional National History Day competition. CCHC also jointly administers, with the County of Chester, the Chester County Archives and Records Services, located nearby in the Chester County Government Services Center. CCHC benefits from the resources of its location in the Brandywine Valley and its proximity to Philadelphia. More information is available at www.mycchc.org

For over 130 years, CCHC has been the storyteller of Chester County, teaching, preserving, and sharing over three centuries of Chester County history. In 2025, CCHC is proud to have hosted over 27,500 guests, including over 3,500 students, at our exhibitions, programs, and presentations, informing and inspiring each of them. We consider education of the expanding Chester County community to be one of our most important goals.

The Mission of Chester County History Center:

*Linking Past to Present, to Inspire the Future:
Engage, Preserve, Educate, Connect, and Imagine.*

CCHC fulfills this mission by stewarding an unparalleled collection of artifacts, manuscripts, photographs and volumes that document over 300 years of County heritage, offering innovative educational programs and exhibitions that draw on the collections to bring history to life, and helping audiences explore their own histories through History Center resources and staff experience.

Position Description: The Board of Trustees is looking for an experienced, dynamic, and visionary leader who is passionate about the role of history in inspiring and informing the lives of people today. The President must spearhead development activities and oversee all aspects of the institution, fostering a productive, collegial, and respectful workplace. This position requires a leader with strong fundraising skills. The President serves as the chief executive officer of the museum and reports to the Board of Trustees.

Responsibilities

- **Development:** Provides dynamic leadership in the friend and fundraising efforts of the museum, including initiating and supporting donor relationships, overseeing fundraising campaigns and events, implementing a comprehensive development plan, and providing support and priority to the Director of Development and the Development Committee. CCHC's donor universe includes all companies doing business in Chester County and all families who reside in Chester County. The President will be expected to develop and cultivate relationships with the corporate community in terms of linking the company's mission to history. Relationships with families will include an emphasis on children, to inspire an affinity for history and genealogy which may resonate in financial support.
- **Community engagement:** Represents CCHC as the chief executive officer with its many internal and external constituencies, including government officials, business leaders, institutional, and cultural partners, and acts as an advocate for regional history, lifelong learning, and cultural engagement in various capacities. Enhances the organization's public image in order to expand interest and support.
- **Grant writing:** Manages and supervises grant applications.
- **Leadership initiatives:** Creates and encourages a culture of innovation and creative thinking among the staff, volunteers, board members, and community partners to address how historical understanding can inform present-day issues and opportunities and enrich community identity. Works with the Board of Trustees, staff, and stakeholders to develop, implement, and evaluate a strategic plan for the organization.
- **Financial Management:** Oversees the financial well-being of the institution, including budget, cost control, financial controls, banking, insurance, and the reporting of all financial results to the Board.
- **Management:** Leads and provides professional guidance to the Management Team (Directors of Development, Collections, Education and Finance) as well as

the staff of the entire organization, and ensures that appropriate policies and procedures are in place.

Qualifications:

- Proven record of fundraising expertise and success
- Ability to effectively network for the organization, interacting effectively with a diverse group of stakeholders
- Advanced degree in nonprofit or business administration, history or museum studies, or related field
- Minimum five years in a senior-level leadership role
- Strong understanding of nonprofit financial management
- Solid record in working effectively with nonprofit boards
- Broad knowledge of museum, library, and educational standards, practices, and trends
- A demonstrated strong commitment to Chester County, Pennsylvania and its history, culture, people, and stories. If a candidate is not living/working in this area, a demonstrated commitment to the history and culture of his or her current location and place of work, and a plan to build the same dedication here.
- Excellent interpersonal skills
- Excellent writing and public speaking skills
- Direct or supervisory experience in exhibition or program development
- Strong project management, problem solving, and critical thinking skills

To Apply:

Please submit a resume or CV, cover letter, and names of at least three professional references by *midnight on July 19, 2026* to cypressageadvising@gmail.com

Review of applications will begin upon receipt. The new President of CCHC will ideally assume the post during summer 2026. Salary will be based on a number of factors, especially the background and demonstrated success of the successful candidate, but is likely to be in the range of \$100,000 to \$125,000, plus a benefits package commensurate to the position.