

Linden Place Executive Director Job Posting

Linden Place was built in 1810 by George DeWolf. When the sea was America's highway, the DeWolf family ruled along with the Browns of Providence, and as with the Brown family, the DeWolfs made their money in the triangle slave trade. The family and descendants occupied the house for 177 years until the Friends of Linden Place, a non profit group, assumed ownership in 1988. Perhaps the most famous occupant was Colonel Samuel Pomeroy Colt, George's grandson. He started Industrial Trust Bank which later became Fleet and he formed U.S. Rubber which became today's Uniroyal Tires. This house is considered the architectural crown jewel of Bristol and it is important to the social history of the town as well. Linden Place is a popular destination in Bristol, RI for locals and tourists. Linden Place hosts many public and private events throughout the year. Linden Place, a 501(c)(3) nonprofit, is operated by the Friends of Linden Place.

Highlights of the Executive Director Position:

- Reporting to the Board of Directors, the Executive Director (ED) will be a full-time leader and visionary force of Linden Place. The ED would lead and shape programs as well. The ED will be responsible for the development of the short/long term plans, fundraising and outreach efforts, partnerships and business plan, day-to-day operations, and all ongoing efforts/events at Linden Place. The ED will have overall strategic and operational responsibilities.

Goals of the Executive Director Position:

- Establish, promote and ensure fundraising strategies to provide financial security and growth
- Lead and maintain Linden Place's strategic plan for long term success.
- Oversee the daily operations of Linden Place, including staff, volunteers, events & programs, monthly cash management, etc.
- Increase positive awareness and engagement with Linden Place through effective strategic communication
- Work closely with Linden Place's board, committees, and partners
- Identify proper staffing requirements for efficient operations and maintain a strong work culture that motivates and retains quality staff

Duties of the Executive Director:

- Develop an annual budget with assistance from the board and manage to the annual budget
- Develop and implement all fundraising and development activities including membership and annual appeal; develop new and retain individual and corporate donors.
- Forge strategic partnerships to increase awareness, expand programming, and create visibility in the community
- Lead all marketing, internal/external communications including social media, newsletter, and website

- Oversee property and operations including visitation, educational and public programs, and events
- Coordinate special event vendors and serve as primary contact for vendors and caterer for programs, events, and meetings that often occur on evenings and weekends
- Develop and manage a dedicated team of staff, interns, and volunteers to execute the operational mission of Linden Place, including mentorship and fostering a positive organizational culture
- Ensure compliance of legal requirements such as state and local laws, conflict of interest, contracts etc.

Prerequisites for success of Executive Director:

- Proven experience in leadership or management, preferably within a non profit
- Expertise in marketing, fundraising strategy development, public relations; researching, writing and overseeing grant applications; cultivating relationships with foundations.
- Experience in planning and event leadership
- Strategic and innovative business thinking
- Exceptional communication skills representing an organization or institution in the community and to the media
- Inspiring and effective leader
- Experience in developing and managing budgets.
- Proven success working with a board of directors.

Compensation:

We offer competitive salary and benefits packages commensurate with experience and skills.

Equal Opportunity Employer: Linden Place is an equal employment opportunity employer. All qualified applicants will receive consideration without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, covered veteran status or any other characteristic protected by law.

Please forward cover letters and resumes to info@LindenPlace.org before February 15, 2024

Or mail to:
Linden Place
Attn: Search Committee
P.O. Box 328
Bristol, RI 02809