



Executive Director

Thank you for your interest in employment opportunities with the Montpelier Descendants Committee (MDC). The MDC is an Equal Opportunity Employer. Candidates may be contacted for interviews. However, due to the high level of interest in positions, the MDC contacts only a small percentage of applicants. Please submit your resume as a PDF to the contact below.

About the Montpelier Descendants Committee

The Montpelier Descendants Committee (MDC) is the first independent, descendant-led organization to establish itself as an equal co-steward of a major historic site in America, in partnership with The Montpelier Foundation (TMF). The MDC is devoted to restoring the narratives of enslaved Americans at plantation sites in Central Virginia, including but not limited to James Madison's Montpelier, from the margins to the center of historical discourse. The MDC promotes a more accurate understanding of the lives of enslaved people based on broader, richer and more truthful interpretations of American history. Through a series of public programs, events, research, and communications, the MDC seeks to demonstrate how the lives of enslaved persons made possible and informed the ideals of universal liberty enshrined in the Declaration of Independence and the Constitution, yet denied to them.

The "Rubric of Best Practices for Descendant Engagement in the Interpretation of Slavery at Museums and Historic Sites" established best practices for involving descendant communities with historic priorities whose history involves slavery. As such, the Rubric guides the MDC's relationship with TMF. The Rubric states that "exemplary engagement [of descendant communities] epitomizes five key criteria: high standards, expressed commitment, structural parity, institutionalization, and proactive evaluation."

Overview of role

The Executive Director is both an entrepreneurial and collaborative role that requires the ability to think and act strategically, and work with a larger community to bring concepts to realization.

Primary responsibilities include, but are not limited to:

- Articulation of a big-picture vision for MDC, conveying its value and impact to relevant stakeholders.
- Development of strategies to achieve MDC's vision, with regular assessment of outcomes to assure the long-term financial and operational health of the organization.
- Close coordination with the President and Board of Directors on goals and strategies; provide updates on program activities and ensuring alignment between the board's vision and MDC operations.
- Effective management and supervision of projects and staff.
- Evaluation of service proposals, design of fee structures, and provision of regular status and financial reports to the President and Board of Directors.

- Regular engagement with Descendant Members and other interested parties, and exploration of collaborations with The Montpelier Foundation, The National Trust, and other entities as directed by the board.
- Lead fundraising efforts across multiple revenue streams, including individual giving, institutional giving, corporate sponsorships, in-kind contributions, and grants.
- Align programmatic goals, fundraising efforts, and marketing strategies.
- Represent MDC in public forums, media appearances and networking events.
- Ensure compliance with ethical guidelines, industry standards, and legal requirements relevant to non-profit organizations and heritage institutions.
- Foster a cohesive and motivated team environment, providing guidance, mentorship, and professional development opportunities for staff members.
- The Executive Director will serve at the will of the MDC Board and shall report to the MDC President.

Required qualifications:

- An advanced degree with at least five years of strong proven focus on leadership, culture, accountability, revenue and fund-raising generation, and community engagement.
- Excellent project-management skills and demonstrated success with managing teams.
- Proven effectiveness in all aspects of financial management, including budget and resource allocation of operational and strategic goals.
- Sufficient knowledge of computer technology to effectively manage staff who are developing and operating complex technical environments.
- Experience and proven collaboration with staff, board of directors, and community leaders.

Preferred qualifications:

- Master's Degree in Business or Public Administration.
- Successful experience in community engagement.
- Familiarity with cemetery, monument, or memorialization work.
- Proven ability to manage multiple tasks simultaneously.

Travel:

- As needed, occasionally, for special events and donor requests.
- Ability to commute/relocate: 11350 Constitution Hwy, Montpelier Station, VA 22957
- Reliably commute or planning to relocate before starting work (required).

Work location:

- In person, partial telework

Anticipated salary range:

• \$120,000 - \$140,000

Contact us to apply:

Send your resume and cover letter to Barbara White at barbara@montpelierdescendants.org.

We are interested in reviewing candidates with a broad range and combination of experience, education and qualifications. We are dedicated to building a diverse, inclusive, and dynamic workplace, so if you are excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we nevertheless encourage you to apply.