

**Position Announcement:
Fort Mifflin (Philadelphia, PA) Seeks Executive Director
Reports to: Board of Trustees**

Fort Mifflin, a non-profit National Historic Landmark located in Philadelphia, PA, seeks an **Executive Director**. The Executive Director will engage with the Board of Directors in developing and executing a multi-year strategic plan to optimize financial operations and drive sustainability. The Executive Director also will provide leadership to all staff, establish business goals, build a development program, oversee and streamline daily operations, motivate and improve staff performance, and execute special business and capital projects.

Fort Mifflin, established by the British in 1771 but in American hands by 1775 prevented the resupply of the British army occupying Philadelphia for six weeks in the fall of 1777. This delay enabled General George Washington and the Continental Army time to establish winter quarters at Valley Forge, PA. Reconstructed beginning in the late 18th century and in use by the military until 1954, Fort Mifflin is one of the longest serving military installations in the United States.

PRIMARY RESPONSIBILITIES

1. **Develop and Implement Strategies:** Create and execute strategies to manage and resolve critical deferred maintenance and promote the organization's mission.
2. **Fundraising:** Develop and execute a plan for raising funds through grants, donations, etc. to assure the sustainability of the organization.
3. **Business Planning:** Craft comprehensive business plans aligned with goals set by the board of directors to create sustainability.
4. **Team Building:** Build an effective team by providing guidance and coaching to employees.
5. **Event Planning:** Execute public programming as well as private events.
6. **Compliance:** Ensure that daily activities and long-term plans adhere to established policies.

7. **Financial Oversight:** Manage cash flow, deposits, bill payments, development and fundraising efforts to maintain financial stability.
8. **Stakeholder Relations:** Forge and maintain trust-based relationships with shareholders, partners, volunteers and external authorities.
9. **Public Representation:** Act as the public speaker and PR representative, strengthening the organization's profile.
10. **Financial and Non-Financial Review:** Frequently review reports to understand the organization's finances relative to budgeted metrics.
11. **Situation Management:** Handle immediate needs as necessary and devise remedial actions for identified issues both short and long term.
12. **Facilities Management:** Maintain and/or restore the eight structures at the site and maintain the surrounding grounds.

SKILLS:

- Proven experience in executive leadership or other managerial roles.
- Ability to develop effective strategies and plans.
- Proven success in fundraising including grant writing and development and capital campaigns.
- Strong understanding of finance and performance metrics.
- Strong understanding of Word, Excel, PowerPoint, Desk Top Publishing, Square for Point of Sale, Facebook, Instagram and Familiarity with Donor Management software.

To apply, please submit your resume to:

Mr. Roy Denmark
Chairman, Board of Directors
Fort Mifflin on the Delaware
e-mail: roydenmark71@gmail.com