



James  
Marston  
Fitch  
Charitable  
Foundation

*as of April 4, 2024*

## **James Marston Fitch Charitable Foundation Executive Director**

The James Marston Fitch Charitable Foundation was established in 1989 to support professionals in the field of historic preservation. The Foundation awards mid-career grants to individuals working in preservation, landscape architecture, urban design, environmental planning, decorative arts, architectural design and architectural history. Other grant opportunities are offered periodically.

The Fitch Foundation seeks proposals from motivated, self-directed individuals with interest and experience in historic preservation and non-profit management to provide services in the capacity of Executive Director on a consulting basis (“Director”). The Director will report to the Chair of the Board of Trustees and will manage all activities of the Foundation.

### **Responsibilities**

This is a part-time consultancy averaging 8 hours/week, or 20% of a full-time equivalency. Most work can be completed virtually, but attendance at events and four in-person board meetings annually is required. Use of a desk at an architecture firm in Lower Manhattan is available. The main responsibilities of the position include:

- ***Grant Management***

Through annual grants, the Foundation supports mid-career professionals actively pursuing research projects on a variety of topics related to historic preservation (“Fellows”). Grant periods are typically one year but may run for multiple years, depending on the award, and the Director liaises with the Fellows and their Board advisers throughout the process. Primarily via email but by phone and virtual meeting as necessary, the Director will seek to provide the Fellows with support such as answering administrative questions pertaining to the terms of their grant and disbursement schedule, logistics for deliverables, conferring with the Board for contacts that may offer applicable expertise, etc. Multiple Fellows are active at any given time.

The Director is also responsible for managing the Foundation website and online portal for grant submissions and Board review.

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- ***Communications and Messaging***

In collaboration with the Chair, the Director takes the lead on drafting all public-facing messaging for the Foundation. This includes email blasts and social media marketing to announce new grant opportunities, spreading awareness about Fellows when their work receives media attention, and promoting virtual and in-person programs and events. The Director may also draft and disseminate press releases regarding Fellows' finished projects. The Director must manage and maintain the Foundation's website and contact list database to ensure the Foundation's messaging is successful in its reach.

In addition to the communications above, the Director is also responsible for an annual fundraising campaign, typically done by email and "snail mail" at year-end (November/December).

- ***Financial Oversight***

In collaboration with the Treasurer of the Board of Trustees, the Director serves as bookkeeper for the Foundation, providing regular updates to the Treasurer and the Finance Committee. As requested, the Director will support the Committee and full Board to engage with financial advisers, tax preparers, and other professionals whose work relates to the financial health of the Foundation.

- ***Public Engagement***

The Director is the public face of the Foundation, communicating via digital channels and in person on behalf of the Foundation, in tandem with Executive Committee leadership of the Board. This may include organizing and hosting in-person programs, periodic symposia, and coordinating with current and prospective partners.

- ***Board Collaboration***

The Director organizes quarterly meetings of the Board of Trustees, in addition to Committee meetings and other ad hoc gatherings, both virtually and in person, as necessary. This involves coordinating schedules, preparing meeting packets, drafting the meeting agenda, taking and distributing meeting minutes and other documents to the Board, etc. Board committees currently include Executive, Finance, and Nominating. The Director is also responsible for organizing periodic strategic conversations and retreats of the Board as needed.

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### **Qualifications**

The Foundation seeks a motivated, self-directed individual with nonprofit management experience and excellent written and oral communication skills. A degree in Historic Preservation or other related discipline(s), and a minimum of ten (10) years of professional experience in the field, is preferred. Excellent writing skills, knowledge of nonprofit bookkeeping, and proficiency with digital technology are required, including Microsoft Office Suite, Google Docs, Submittable, MailChimp, WordPress, and social media. Residency within the New York City metropolitan region is strongly preferred.

### **Compensation**

The per annum fee for the Director will be \$22,000 to \$25,000, commensurate with experience, and with potential for a year-end bonus. The contract will be renewed annually upon mutual agreement. No benefits (such as healthcare insurance or paid time off) are offered for this consultancy.

### **How to Apply**

Interested parties should submit to [search@fitchfoundation.org](mailto:search@fitchfoundation.org) a cover letter expressing interest and describing how they are a good match for this position, along with a resume.

Deadline for submission: May 15, 2024.

*The Fitch Foundation is an equal opportunity employer. The Foundation does not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status.*

[www.fitchfoundation.org](http://www.fitchfoundation.org)