

POSITION PROFILE

Executive Director

Greenwich Historical Society

Greenwich, CT



ABOUT GREENWICH HISTORICAL SOCIETY

Greenwich Historical Society preserves and interprets Greenwich history to strengthen the community's connection to our past, to each other and to our future. It collects and chronicles the vibrant history of Greenwich, Connecticut, USA. Founded in 1640, Greenwich holds a unique place in our nation's history, including as a front line between Connecticut and New York during the American Revolution and as a cradle of American Impressionism in the late 19th and early 20th century. It is a pivotal New York City suburb and is known as the Gateway to New England.

Founded in 1931, Greenwich Historical Society is accredited by the American Alliance of Museums, is a member of the Historic Artists Homes and Studios, and is one of 21 museums on the Connecticut Art Trail.

Greenwich Historical Society boasts a boldly reimagined campus that opened fall 2018 and includes one of the finest local museum campuses in the eastern United States. It relays the town's national significance via the circa 1730 National Historic Landmark Bush-Holley House, a nationally accredited museum, library and archives, cafe, store, and restored Impressionist era gardens.

LEARN MORE ABOUT
GREENWICH HISTORICAL
SOCIETY AT

greenwichhistory.org



THE OPPORTUNITY

As Greenwich Historical Society approaches its 100th anniversary, it seeks a transformational and charismatic leader to serve as its next Executive Director. Working closely with the Board of Trustees and staff, the Executive Director will lead the organization towards its next century. This is a unique leadership opportunity for growth and change.

The successful candidate is an energetic and forward-thinking leader will oversee all aspects of programming, development, team leadership and development, financial management, marketing, and board relations, raising the profile of the organization as a vibrant cultural and educational institution.

The incoming Executive Director will play a critical role in defining our value proposition, expanding our reach, fundraising, and maximizing the effectiveness of our staff and our Board.



Key Responsibilities

Fundraising

- Serve as chief fundraiser for the organization, with emphasis on cultivating and engaging large donors and broadening and deepening our funding.
- Play a leadership role in capital campaigns.
- Develop and oversee a multi-year approach to individual and corporate giving.
- Lead all fundraising efforts including annual fundraising, capital and endowment campaigns, special events and general membership efforts.
- Serve as principal spokesperson for and represent the organization at all public events and with other organizations and government agencies.
- Pursue opportunities for local, state, and federal grants and coordinate grant application process.

Financial Stewardship

- Embrace and evolve the Society's strategic plan making sure that operations, development, and communications are aligned with it.
- Oversee a multi-year approach to financial management, including budgeting and resource allocation, in collaboration with the Director of Finance and the Treasurer, to maintain a balanced budget and build reserves to ensure long-term stability and support organizational growth.
- Provide timely, accurate and relevant reporting to the Finance Committee, Executive Committee, and the Board.
- Build the tools and infrastructure needed, including the supporting technology, to sustain core initiatives and processes.
- Oversee maintenance of facilities and assets, ensuring they are in excellent condition, ready for visitors and programs, and in compliance with regulations.
- Develop a capital plan consistent with the strategic plan, long-term vision, and financial objectives.



Program Oversight and Impact

- Oversee high-quality exhibitions, lectures, workshops, education, and preservation programs consistent with our mission and financial objectives.
- Set measurable goals and milestones, ensuring that the organization's programs and operations are in alignment with its long-term strategy vision.
- Serve as the public champion of the organization and its mission, elevating its visibility as a key cultural and educational institution.
- Manage all aspects of collections and archives.
- Maintain curatorial and archival collections to the highest standards in partnership with curator.

Leadership and Team Development

- Develop, inspire, and lead a high functioning team, ensuring alignment around the organization's mission and objectives.
- Build cohesion and foster collaboration across teams, to focus on the organization's priorities and an understanding of its finances.
- Develop and provide training and implement individual performance goals that promote a culture of excellence and cultivate individual potential.
- Implement a management and staff performance measurement system that clearly defines goals and objectives.
- Work with the Executive Committee to develop and implement a comprehensive plan that ensures the proper organization structure and the right staffing levels to deliver on strategy goals.
- Develop and maintain a culture of professionalism, respect, member/visitor service and pride in the organization's history and heritage among management and staff.
- Develop and manage a comprehensive HR strategy, with documented policies and procedures and compliance with all regulations.
- Review and enhance standardized operating procedures and leverage technology to enhance workflows, demonstrate best practices and comply with local, state, and Federal regulations.

Marketing and Communications

- Lead the effort to create a value proposition for the organization.
- Create and implement a comprehensive internal and external marketing and communications strategy, bringing innovative approaches and tools to the organization. This would include a review of current internal and external communications.
- Raise the profile of the organization within and beyond the immediate area by collaborating with local organizations and businesses to enhance historic preservation and legacy. Develop partnerships with regional and national historical organizations to expand the organization's reach.

Board Relations

- Serve as the primary liaison between the Board of Directors and the staff/executive team, ensuring strong board engagement, effective governance, and transparent communication.
- Collaborate with the Board on strategic planning and long-term goals.
- Partner with the Board on development and governance best practices.
- Engage Board members in promoting the organization and developing partnerships.
- Create meaningful opportunities for board engagement and connection to the organization's programs, staff, and partners.

CANDIDATE PROFILE

The ideal candidate is a transformational leader with a proven track record of guiding organizations through growth and change. This individual is a culture carrier who can inspire and motivate staff, volunteers, and stakeholders toward a common vision.

While no single candidate will have every experience outlined in the position description, ideal candidates will display the following professional and personal qualities, skills, and characteristics:

Fundraising Expertise:

- Proven ability to develop and execute comprehensive fundraising strategies, including major gifts, annual giving, planned giving, and institutional giving, to achieve ambitious revenue goals.
- Demonstrated success in planning, managing, and completing multi-million-dollar capital campaigns, engaging donors at all levels, and securing transformative gifts to sustain and grow institutional impact.
- Expertise in cultivating, soliciting, and stewarding major donors, foundations, and other grant-making organizations, ensuring long-term philanthropic partnerships that support the historical society's mission and financial stability.



Strategic Thinker:

- Ability to assess the historical society's current position, identify opportunities for growth, and develop a forward-thinking strategy that ensures long-term sustainability while honoring its legacy.
- Skilled in navigating complex challenges, anticipating obstacles, and crafting innovative solutions to maintain financial health, expand community engagement, and enhance the society's impact.
- Expertise in leading organizations through leadership transitions, fostering a culture of collaboration, and aligning stakeholders around a shared vision to build momentum for the society's future.

Operational Excellence/ Business Savvy:

- Proven ability to oversee budgeting, financial planning, and resource allocation to ensure the historical society operates efficiently and remains financially sustainable throughout the campaign and beyond.
- Skilled in building and managing high-performing teams, optimizing staff and volunteer engagement, and fostering a culture of accountability, collaboration, and continuous improvement.
- Experience in evaluating and enhancing operational systems, policies, and workflows to improve efficiency, and support Greenwich Historical Society's growth and fundraising objectives.

Passion for the Mission:

- A strong commitment to preserving and promoting the historical society's mission, with an understanding of the unique historical narratives that shape the community and region, and an interest in and understanding of art and art history, particularly the American Impressionist period.
- Ability to communicate the significance of history and art in a compelling way to diverse audiences, inspiring donors, members, and the public to support and engage with the society's work.
- Dedication to upholding high standards in historical research, curation, and programming, ensuring that the society's collections, exhibitions, and educational initiatives remain authentic, relevant, and impactful.



REQUIREMENTS

- Transformational, charismatic leader with a proven record of success.
- 10 or more years of experience in operations management and budget development.
- Successful track record in fundraising, strategic leadership, and financial management.
- Experience in innovative programming and marketing to meet demographic trends.
- Expertise in day-to-day operations, planning, staff development, and performance measurement.
- A strong executive presence: able to represent the organization to the public, government, and other agencies. Effective communicator and relationship builder. Demonstrated skills working at all levels of an organization.
- Proficiency in Microsoft Office and technology-enabled solutions. Able to adapt to new technologies and bring others along as necessary. Experience with data analytics and CRM systems.
- Experience in managing historical collections, curating exhibitions, or developing educational programs, with a commitment to historical preservation and interpretation at the highest standards.
- Bachelor's degree required; graduate degree in a relevant area preferred.



CONTACT

Koya Partners has been exclusively retained for this engagement, which is being led by Naree Viner and Tenley Bank. Express interest in this role by [filling out our Talent Profile](#) or emailing Tenley directly at tbank@koyapartners.com. All inquiries and discussions are strictly confidential.

Greenwich Historical Society is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

ABOUT KOYA PARTNERS | DSG GLOBAL

Koya Partners, a DSG Global company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

DSG Global is consistently recognized by Forbes on its top 10 list of "America's Best Executive Recruiting Firms" and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams.

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