



## **Executive Director, Oxmoor Farm Foundation Louisville, Kentucky**

Oxmoor Farm Foundation seeks an Executive Director to lead the fundraising and programs that will preserve, promote and protect this remarkable national historic treasure.

**About Oxmoor Farm and the Foundation:** First settled in 1787, Oxmoor Farm sits just eight miles south of Downtown Louisville and was the family home of six generations of Kentucky's early pioneer families — the Christians and Bullitts. Oxmoor gives the visitor a glimpse into Kentucky's past with a rare collection of intact buildings and original furnishings and artworks that span three centuries of American life. The Christian and Bullitt families were influential in the formation of Kentucky. Their homes, the original log cabin built in 1785, and the original frontier colonial section built in 1791 to the federal style addition in 1829 and the 2 additions in the early 1900s, are a literal testament to the state's history from colonial times through the 20th century. In 1991, the house, the 13 outbuildings, and 79 surrounding acres were put on a preservation easement with the Kentucky Heritage Council, which will perpetually protect the historical integrity of the house and grounds. The protected site is managed in perpetuity under the Thomas Bullitt Perpetual Trust, whose directors created a non-profit organization (now called Oxmoor Farm Foundation) in 2017 with a mission to preserve and protect Oxmoor Farm and the 79-acre historical easement. A strategic plan was completed in 2018 to put in place long-term goals and objectives for Oxmoor Farm. The Foundation is building its first board of directors and carefully opening the site for the enjoyment of the public. At present, the annual operating budget to maintain and staff Oxmoor Farm and the Foundation is approximately \$600,000, and the new Executive Director will be expected to grow net revenue substantially over the next two years.

More information here: <https://oxmoorfarm.org>

**About the Executive Director:** The Executive Director reports to the Foundation's Board of Directors and works closely with both the Board in the daily operations of Oxmoor. The primary role of the Executive Director is to execute the strategic plan, with particular emphasis on creating and managing new programs that will educate and engage the public in order to raise funds that will ensure the future of Oxmoor. It is critical that the Foundation demonstrate self-sufficiency through the growth of net revenue streams coming from its programs, philanthropy, grants and private rentals; this is the fundamental responsibility of the Executive Director.

**Key Duties and Responsibilities include:**

- **Leadership:** The position requires someone who will provide passion, direction and guidance to three full-time staff members and interact positively with the members of the Foundation Board.
- **Fund Development:** Develop and execute plans, in consultation with members of the Board, to generate comprehensive fund development programs, including gifts from individuals, corporations and foundations. This effort includes cultivation and solicitation of major gifts for annual operations and capital projects.
- **Venue Sales and Program Creation:** Work closely and thoughtfully with the staff to market the site for rentals and to create and execute daily programs that educate and engage the public with a goal of creating long-term support via donations and rentals.
- **Financial Management:** Manage the Conservancy's financial affairs and administrative functions, including help in developing and in implementing the annual Operating and Capital budgets, establishing appropriate financial controls and routines, assuring adherence to appropriate fiscal, accounting, and operating policies and procedures.
- **Board Development:** Recruit and engage the Board of Directors in projects and activities to accomplish the fundraising and program goals.
- **Project Management:** Work with the staff and Board of Directors to ensure that essential capital projects are developed, scheduled, staffed and appropriately funded, and that standards and plans are established to maintain completed projects.
- **Communications & Public Relations:** Develop the means and materials to keep donors, renters, community, and other key stakeholders apprised of the Foundation's activities and accomplishments and to enhance Oxmoor Farm's profile at the local, regional and national levels.

**Qualifications:** We seek candidates with at least 10 years experience in management positions in non-profit organizations, preferably those with compatible missions similar to Oxmoor Farm. Ideal candidates will have a proven track record as a successful fundraising leader, a thoughtful manager of staff and volunteers, and a passionate advocate for the history of Kentucky and the American South. Demonstrated ability to work collaborative with board members. Strong organizational abilities including planning, delegating and program development.

The job is full-time, with very flexible hours; competitive compensation coupled with a stipend provided for purchase of health insurance.

Resumés and cover letter are requested until such time as the Search Committee determines satisfactory finalists are found. Please include your salary requirements. Contact our Search Counsel by mail or email only: [hr@ashleyroutree.com](mailto:hr@ashleyroutree.com) and include Oxmoor Farm Foundation in the subject line.

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