

**ORGANIZATION:** Newport Restoration Foundation  
**POSITION:** Executive Director  
**REPORTS TO:** Board of Directors  
**LOCATION:** Newport, Rhode Island  
**INFORMATION:** [Website](#)  
**TO APPLY:** Please send cover letter and resume as one PDF to [NRFED@pbrsearch.com](mailto:NRFED@pbrsearch.com) with title format “Last Name First Name – Letter Resume.”

## **BACKGROUND**

Newport Restoration Foundation (NRF) is a nonprofit organization founded in 1968 by Doris Duke to preserve Aquidneck Island’s 18th- and early 19th-century architectural heritage. In addition to a collection of more than 70 early American houses, now rented to tenant-stewards, NRF operates two museum properties that are open to the public: Rough Point, Doris Duke’s Newport mansion which is home to a significant collection of European paintings, furniture, and textiles, and other European and Asian decorative arts; and Whitehorne House Museum, featuring 18th- and early 19th-century Newport furniture. NRF also operates Prescott Farm in Middletown, RI, a public park and historic site with ties to the Revolutionary War.

NRF seeks a visionary leader to oversee the organization’s efforts as an essential resource for learning about Newport’s architectural heritage, art, design, and conservation, and utilizing its assets so as to best address historic preservation, climate change, and other issues impacting the community.

## **POSITION**

Reporting to the NRF board, the executive director will serve as the primary face and voice of the foundation and foster a culture of active collaboration among the staff, board, and stakeholders. The executive director will bring management experience and operational discipline to leverage the foundation’s impact in the community and beyond. The executive director will drive the creation and implementation of the next strategic plan and develop goals and objectives to deepen the foundation’s role as a leader in architectural preservation and community engagement. The executive director will cultivate relationships with potential partners and prospective donors, ensuring the foundation’s sustainability.

## **RESPONSIBILITIES**

### **Strategic Leadership**

- Work with the board and staff to develop an updated strategic plan, prioritizing Doris Duke’s vision and legacy while simultaneously creating a sustainable and compelling future.
- Effectively communicate goals and strategies so that all stakeholders – from trustees to major donors and staff – understand their role in achieving the foundation’s mission.
- Lead a dedicated team, offering a positive and accessible presence to the staff and to the foundation’s community partners.
- Continue best practices for management and support staff opportunities to enhance their excellent work and personal growth.
- Build upon NRF’s commitment to diversity and inclusion.

### **External Relations**

- Serve as the face and voice of NRF, elevating the foundation's profile and the appreciation of its mission.
- Become a valued and visible member of the Newport community, engaging people from a wide array of backgrounds and creating opportunities for all to be part of the foundation's work and impact.
- Work closely with the board to recruit, retain, and engage board members.
- Be the organization's primary fundraiser, working closely with the board and staff to raise support from individuals, foundations, and government grant agencies.

### **QUALIFICATIONS**

The ideal candidate will be a visionary leader who shares Doris Duke's passion for architectural heritage and serving the Aquidneck Island community. Specifically, the executive director will have:

- Knowledge of architectural heritage and preservation, community planning and development, and/or climate impact on coastal communities, and an interest in sharing that passion with others.
- At least ten years of leadership experience with a track record for motivating results-oriented teams to take an organization to its next stage of growth.
- Demonstrated success fundraising with the ability to cultivate donor relationships from a variety of sources.
- The ability to be a strategic and inspirational leader for the staff, board, and community.
- A strong commitment to furthering diversity and inclusion.
- Strong written, verbal, and listening skills as well as a persuasive and passionate communication style to represent NRF's interests to its diverse constituencies.
- Emotional intelligence and empathy with a sense of fun and camaraderie.

***Newport Restoration Foundation is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Newport Restoration Foundation will provide reasonable accommodations for qualified individuals with disabilities.***