

WESTON HISTORY & CULTURE CENTER

Executive Director

Position Type: Full-Time | Location: Weston, Connecticut | Reports To: President, Board of Trustees

About the Weston History & Culture Center

The Weston History & Culture Center (WHCC) discovers, collects, and preserves the heritage of Weston, Connecticut and brings it alive through exhibitions, educational programs, and community events — connecting our residents and future generations to the past in the context of local, regional, and world history.

Founded in 1961, WHCC is located on the 3.7-acre Coley Homestead, one of the last intact 18th-century farm complexes in Fairfield County. Our campus includes the Coley Farmhouse, the Coley Homestead Barn (featuring the 'Weston at Work' permanent exhibit and a working loom room), a carriage house, the Bunkhouse, the Smokehouse, the Daniel E. Offutt III Sculpture Garden, and the Prue Bliss Education Center — housing our archives, collections, and museum space.

We are a 501(c)(3) nonprofit with a dedicated board of trustees, a growing volunteer base, and an expanding calendar of programs, events, and school partnerships that serve the full Weston community.

The Opportunity

WHCC is at an exciting inflection point. With a new five-year strategic plan underway — focused on broadening community engagement, activating the campus, diversifying revenue, and deepening our collections — we are seeking an experienced, energetic, and entrepreneurially minded Executive Director to lead the organization into its next chapter.

This is not a caretaker role. The incoming ED will be a true organizational leader: growing membership, strengthening donor and sponsor relationships, expanding programming for families and diverse audiences, and building the volunteer infrastructure to sustain a growing organization. The right candidate will be as comfortable writing a grant proposal as they are welcoming a school group to the Homestead or making a sponsorship pitch to a local business.

Key Responsibilities

Strategic Leadership

- Partner with the Board to develop and implement the WHCC five-year strategic plan
- Serve as the primary public face of the organization in Weston and the broader Fairfield County community
- Identify and act on opportunities to grow WHCC's relevance, reach, and community impact
- Build and steward relationships with peer organizations, town government, schools, and community leaders
- Partner with the Membership Committee on membership management, including attracting new members, and retaining and celebrating existing WHCC members

Fundraising & Revenue Development

- Partner with the Revenue Generation Committee on all fundraising initiatives including: the annual appeal, Spring appeal, major donor cultivation and solicitations, sponsorships, events
- Identify, research, write, and manage grants from public and private sources

- Identify and develop earned revenue opportunities, including venue rental, ticketed events, and program fees

Programming & Community Engagement

- Develop, coordinate, and execute a robust annual program calendar — exhibits, events, lectures, — that serves diverse audiences including families, youth, and new residents
- Lead and grow WHCC's K–12 education programs, including the annual 3rd grade Homestead visit and curriculum partnerships with Weston Public Schools
- Expand WHCC's reach to younger families and underserved community members through inclusive programming and storytelling
- Manage vendor and performer relationships for all events and programs

Volunteer Engagement

- Recruit, train, and retain a robust volunteer corps to support tours, events, communications, and program execution
- Establish clear role definitions, accountability structures, and recognition practices for volunteers
- Work with the Board to ensure adequate human resource capacity as programming grows

Collections, Archives & Campus

- Provide strategic oversight of WHCC's collections, archives, and CT Collections database
- Ensure collections policies (acquisitions, accessioning, de-accessioning, loans) are current and followed
- Oversee the maintenance, restoration, and long-term stewardship of all campus buildings and grounds in coordination with the Buildings & Grounds Committee
- Ensure campus accessibility, safety, and hospitality standards are maintained year-round

Communications & Marketing

- Create/execute a weekly newsletter, social media presence, website content, and press releases in coordination with the Board
- Represent WHCC in local media, at public events, and in regional cultural and nonprofit networks

Governance & Administration

- Provide administrative support for the Board and its Committees
- Prepare and manage the annual operating budget in partnership with the Board President and Treasurer
- Ensure compliance with all applicable nonprofit requirements (IRS, CT DEEP, etc.)
- Maintain organizational records, contracts, vendor relationships, and technology systems

What We're Looking For

Required Qualifications

- Minimum 5 years of progressive nonprofit management experience, with demonstrated leadership responsibility

- Proven track record in fundraising — including grant writing, annual fund management, and donor cultivation
- Strong written and verbal communication skills; ability to inspire donors, volunteers, partners, and the public
- Experience developing and managing community programs or events
- Demonstrated ability to build and lead teams of staff and volunteers
- Financial acumen: budget management, reporting, and accountability
- Proficiency with standard nonprofit technology (donor databases, email platforms, basic web/social media)
- Bachelor's degree required; advanced degree in museum studies, history, nonprofit management, or related field preferred

Preferred Qualifications

- Experience in a museum, historical society, archive, or cultural heritage organization
- Familiarity with the grant landscape (CT Humanities, state arts/culture funders)
- Experience with collections management systems (e.g., CT Collections database)
- Established relationships in the nonprofit, cultural, or civic communities of Fairfield County
- Demonstrated success growing organizational revenue and/or membership

Personal Attributes

- A genuine passion for history, community, and the role that cultural institutions play in civic life
- An entrepreneurial mindset — energized by growth, not just maintenance
- Collaborative leadership style: listens well, builds consensus, and earns trust
- Strong personal organization and the capacity to handle multiple tasks simultaneously while keeping the overall strategy in view.
- A sense of humor and grace under the pressures of small-nonprofit life

Compensation & Benefits

WHCC offers a competitive compensation package commensurate with experience. The salary range for this position is \$75,000–\$90,000.

This is a full-time position based at the Coley Homestead in Weston, Connecticut. Some evening and weekend availability is required, particularly during the spring-fall event season.

How to Apply

WHCC is an equal opportunity employer committed to building a staff and volunteer community that reflects the diversity of Weston and Fairfield County.

To apply, please submit the following to jobs@westoncthistory.org:

- A cover letter describing your interest in WHCC and how your experience prepares you for this role
- A current résumé

Applications will be reviewed on a rolling basis. Priority consideration will be given to applications received by August 31, 2026. The position is open until filled.

Questions may be directed to Stacey Youell at jobs@westoncthistory.org.

The Weston History & Culture Center is located at 104 Weston Road, Weston, CT 06883. Learn more at www.westonhistoricalsociety.org.