



— NORTH CAROLINA —

Entrusted With History's Future

EXECUTIVE DIRECTOR
WILMINGTON, NORTH CAROLINA

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APPLICATION DEADLINE: OCTOBER 10, 2025

The National Society of The Colonial Dames of America in the State of North Carolina (NSCDA-NC) (<https://ncdames.org>) seeks a talented Executive Director to lead the organization during a period of dynamic growth. The NSCDA-NC is a non-profit organization whose mission is to actively promote our national heritage through historic preservation, patriotic service, and education. The organization seeks a full-time Executive Director, based in Wilmington, who: possesses strong development, financial, and leadership skills; embodies the energy and passion of our members and other stakeholders to ensure the preservation of our properties; and publicly promotes the relevance of historic education and patriotic service. The position requires strong financial development, membership engagement, and public relations skills.

The National Society of The Colonial Dames of America in the State of North Carolina is the largest state society, with over 1,600 members, in a national organization which was founded in 1894. The NSCDA-NC owns four historic properties: Joel Lane Museum House (Raleigh), circa 1769; Haywood Hall (Raleigh), circa 1799; The Fourth House (Winston-Salem), circa 1768; and Burgwin-Wright House and Gardens (BWH, Wilmington), circa 1770, which serves as our state headquarters. Although each of these historic properties is owned by the NSCDA-NC, two operate as separate 501(c)3 corporations with separate governing boards that oversee their own staff and management. (The Fourth House is administered by Old Salem, Inc.) The NSCDA-NC, also a 501(c)3, is responsible for the operation of its headquarters property, which is administered by its Museum Director; however, all properties rely on the continued support of the NSCDA-NC.

The NSDCA-NC is governed by a Board of Managers with an Executive Committee. The current staff of the NSCDA-NC includes an Executive Director, Administrative Assistant, Museum Director (BWH), Assistant Museum Director (BWH), and several part-time employees, including a bookkeeper. The NSCDA-NC has an annual budget of \$600,000 and approximately \$3 million in the Museum Houses Endowment.

THE OPPORTUNITY

This position represents a significant growth opportunity for the organization, allowing an accomplished nonprofit leader to enhance the NSCDA-NC's unique assets and elevate its public profile. Collaborating with a dedicated Board, staff, and volunteers, the Executive Director will guide the NSCDA-NC toward increased relevance and impact. A successful candidate will have an appreciation for the organization's mission and will have the opportunity to:

- Lead fundraising efforts, including direct solicitations, grants, and annual appeals, to ensure sustainability for the preservation and operation of the organization's historic properties.
- Have the ability to lead future capital campaigns and other fundraising initiatives.
- Envision innovative pathways for sustainability, engagement, and growth.
- Develop mutually beneficial opportunities for strategic partnerships.
- Transition organizational systems for finance and member engagement to new levels of efficiency and effectiveness.

RESPONSIBILITIES AND EXPECTATIONS

The Executive Director will have proven effectiveness as an executive or senior-level professional in a nonprofit or similar mission-driven organization. The successful candidate will demonstrate accomplishment as a development officer, strategic thinker, team builder, innovator, and leader adept at translating vision into organizational action. The Executive Director will:

- Lead all major fundraising initiatives, priorities and monetary goals in partnership with the Board of Managers and Development Committee.
- Refine and implement our comprehensive strategy and written plan for the solicitation of individual, foundation, and corporate gifts and grants. This includes the ongoing identification, cultivation and solicitation of major and planned gifts to support the organizational mission.
- Create a comprehensive plan to increase member engagement and enhance the member experience.
- Develop and implement the NSCDA-NC financial strategy in partnership with the Finance Committee; provide financial supervision and sustainability; and ensure fiscal integrity by budgeting revenues and expenditures that ensure the financial health of the organization. Monthly financial reporting is expected.
- Develop a trusting and mutually supportive relationship with the Board and Committees, guiding them in optimizing their governance responsibilities, and enabling effective stewardship practices for the Museum Houses Endowment.
- Inspire and nurture a team of staff members and volunteers that display creativity, collaboration, and achievement.
- Oversee timely and effective communications with members, committees, partners, and the public.
- Serve as NSCDA-NC representative at meetings and events, in the media, and by cultivating key local, regional, and national relationships.

EXPERIENCE, SKILLS AND ATTRIBUTES

- Demonstrated success leading development initiatives, such as capital campaigns, annual funds, planned giving, major gifts, foundation, corporate and government gifts and grants, member solicitation, and fundraising events.
- Minimum of five years of executive or management experience in a nonprofit environment, membership organization, or other mission-driven organization.
- Minimum of five years of responsibility for overall financial planning and management of the organizational budget.
- Strategic planning skills that provide vision, direction, and financial sustainability.
- Emotional intelligence and people-oriented leadership skills that serve internal and external stakeholders. Ability to sustain strong relationships with staff, members, partners, and other stakeholders aligned with NCSDA-NC values.
- Academic degree; experience in nonprofit management or other relevant fields.
- Fluency in current computer applications to build and track revenues and expenditures, to communicate effectively with members and the public, and to support development and fundraising initiatives.
- Strong oral and written communication skills, including public speaking.

COMPENSATION

The salary range is \$80,000-\$90,000, commensurate with experience. Benefits include vacation, sick and personal leave, paid holidays, and a health reimbursement account.

HOW TO APPLY

Submit your confidential application by October 10, 2025, [HERE](#).

Please include:

1. A cover letter that includes your interest in the position and giving brief examples of past related experience. In addition, please include the names and contact information for three professional references, indicating their relationship with the candidate.
2. Resume.

Applicants are encouraged to apply early, as candidates will be considered on a rolling basis. All applications are confidential, and references will not be contacted without permission.