



*Stratford
Hall* HISTORIC
PRESERVE

WHERE THE VOICES OF AMERICAN HISTORY STILL SPEAK

Position Description

Title: Vice President, Operations & Administration

Reports to: President & CEO

Position Type: Senior Leadership Team — one of three Vice President-level positions reporting directly to the President & CEO, each with high-level management responsibility for supervised staff departments.

Salary Range: \$90,000 – \$120,000, commensurate with experience

Location: Westmoreland County, VA (on-site)

Supervises: Director of Business Operations, Director of Landscapes & Security, full-time Maintenance Technician, maintenance contractors (project-based), outsourced Chief Financial Officer (contracted), and contracted Human Resources Consultant

Summary

Stratford Hall, a National Historic Landmark, seeks a strategic and hands-on Vice President, Operations & Administration to lead the day-to-day operational and administrative backbone of the organization, with particular emphasis on financial, facilities, grounds, and capital project stewardship. This is one of three Vice President-level positions reporting directly to the President & CEO and serving as a core member of the senior leadership team, with high-level management authority over its supervised staff departments. The role oversees sitewide facilities and landscapes, security, and a full-time maintenance staff and contractor base, while also directing Stratford Hall's business operations (gift shop, hotel/lodging, private events, and festivals) and providing senior-level financial oversight — monitoring and managing institutional budgets and directing the work of the outsourced Controller and the staff and contractors responsible for financial reporting and accounting, along with contracted HR support. Stratford Hall is entering a period of significant capital investment across its 1,800-acre campus, and this position will serve as the primary point of contact for the organization's Owner's Agent/Project Manager on large facilities projects — requiring real comfort building and managing capital project budgets. This is a generalist operations and administration role; while day-to-day accounting and controllership functions are handled by an outsourced Controller, the successful candidate must bring genuine experience managing institutional financials and the staff who prepare financial reports and perform accounting, not merely comfort delegating those functions. The successful candidate will bring strong facilities and capital-project acumen, financial management acumen, people-management, vendor/contractor oversight, and cross-functional coordination skills, and a passion for ensuring Stratford Hall runs smoothly, safely, and efficiently as it welcomes visitors and stewards its historic site.

Key Responsibilities

Team & Organizational Leadership

- Serve as one of three Vice Presidents on Stratford Hall's senior leadership team, reporting directly to the President & CEO and exercising high-level management authority over supervised staff departments.
- Directly supervise and support the Director of Business Operations and the Director of Landscapes & Security, providing coaching, goal-setting, and performance management.
- Serve as management liaison to the outsourced CFO, ensuring alignment between financial operations and organizational needs, reviewing budgets, financial reports, and recommendations without needing to perform the accounting work directly.
- Serve as management liaison to the contracted HR Consultant, engaging them for project-based work and specific guidance on employee relations, compliance, and policy matters.
- Build, mentor, and inspire a high-performing operations team, fostering a culture of collaboration, accountability, and customer service.
- Collaborate with the President & CEO and fellow senior leaders on administrative and strategic planning.

Financial Oversight & Administration

- Monitor and manage Stratford Hall's institutional budgets, working with department directors and the outsourced Controller to track performance against budget, address variances, and ensure fiscal discipline across all supervised departments.
- Provide senior-level management oversight of the organization's financial reporting and accounting function, directing the work of the outsourced Controller and any finance staff or contractors who prepare financial reports and perform accounting, ensuring timely, accurate reporting to the President & CEO and Board.
- Support preparation for Board Finance and Audit Committee meetings in coordination with the outsourced Controller.
- Lead annual budget development and monitor departmental budgets under this role's supervision, in coordination with the outsourced Controller.
- Oversee property and liability insurance coverage and other administrative/risk functions as assigned.

Facilities, Grounds & Security

- Oversee sitewide facility maintenance, ensuring Stratford Hall's buildings, systems, and infrastructure function safely and efficiently for visitors, staff, and researchers.
- Directly supervise a full-time Maintenance Technician and coordinate multiple maintenance contractors engaged for specific building and grounds projects, ensuring quality, timeliness, and cost control.
- Supervise the Director of Landscapes & Security in the care and stewardship of grounds, trails, and outdoor infrastructure, and in sitewide security and emergency preparedness.

- Develop and maintain a proactive preventive maintenance program across all sitewide buildings, systems, and grounds infrastructure.
- Serve as an escalation point for safety and emergency situations, helping ensure the security of people and assets across the property.

Capital Projects & Major Facilities Investment

- Serve as Stratford Hall's primary point of contact for the organization's Owner's Agent/Project Manager on large-scale capital and facilities projects.
- Build and manage budgets for major capital projects, tracking costs, change orders, and timelines, and reporting progress to the President & CEO and Board as needed.
- Oversee capital improvement projects, renovations, and major maintenance initiatives, working closely with the Owner's Agent/Project Manager, architects, engineers, and contractors.
- Coordinate the sequencing of capital projects with day-to-day site operations to minimize disruption to visitors, staff, and ongoing programming.
- Support development of long-range capital planning in coordination with the President & CEO and outsourced Controller.

Business Operations

- Oversee front-line, revenue-generating operations including the gift shop, hotel/lodging, private events, and festivals, ensuring world-class visitor and guest experiences.
- Partner with the Director of Business Operations to identify and implement revenue-generating opportunities and operational efficiencies across hospitality and retail functions.
- Use data and metrics to drive decision-making and optimize operations and financial outcomes within these business lines.

Human Resources Oversight

- Engage the contracted HR Consultant for guidance on employee relations, policy questions, and HR projects such as benefits open enrollment.
- Serve as a day-to-day point of contact for staff on general HR and administrative matters, escalating to the HR Consultant as appropriate.
- Help foster a positive, collaborative workplace culture across supervised departments.

Who You Are

We are looking for an organized, people-oriented operations leader who thrives on keeping many moving parts running smoothly. The ideal candidate will bring:

- 5+ years of progressive senior leadership experience in facilities management, capital projects, operations, hospitality, or administrative management, ideally within a nonprofit, museum, cultural institution, or historic site, including service on a senior leadership team.
- Substantial experience managing institutional or organizational finances at a senior level, including monitoring and managing operating budgets and directly or indirectly supervising

staff, contractors, or firms responsible for accounting and financial reporting — not merely comfort delegating these functions.

- Demonstrated experience budgeting for and managing the budget of large capital projects, including tracking costs, change orders, and vendor/contractor payments.
- Comfort serving as the organizational point of contact for an Owner's Agent, Project Manager, architects, engineers, and contractors on major building projects.
- Demonstrated experience supervising managers/directors, maintenance staff, and contractors, and coordinating across facilities, business operations, finance, and administrative functions.
- Experience working effectively with outsourced/contracted finance and HR professionals, providing management-level oversight without personally performing accounting or HR casework.
- A Bachelor's degree in facilities management, construction management, business administration, or a related field, or equivalent experience.
- Excellent communication, vendor/contractor management, and relationship-building skills.

Who We Are

Stratford Hall is a National Historic Landmark located in Westmoreland County, VA, nestled along the Potomac River. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration of Independence, Stratford Hall will leverage the 250th Anniversary of our nation's founding to reintroduce our broad and diverse stories to our communities and stakeholders as we prepare for the 2029 Centennial of Stratford's restoration. A model of historic preservation and land conservation, Stratford Hall contributes actively to the Northern Neck community and encourages applications from strategic thinkers committed to joining this collaborative and dynamic leadership team as we implement transformative strategic and campus master plans for the 1,800-acre historic preserve.

What We Offer

Stratford Hall offers a generous benefits package and pays a competitive salary for the non-profit sector. We are an Equal Opportunity Employer committed to creating an inclusive and collaborative culture among our staff, which we believe is critical to advancing our mission. Prospects interested in helping to ensure Stratford Hall remains relevant for future generations and in making a difference at our historic site, in our field, and to our community are encouraged to apply. For more information about our organization please visit www.stratfordhall.org.

How To Apply

Please send a resume and cover letter with salary requirements to presidentsoffice@stratfordhall.org with "VP Operations & Administration" in the subject line. The position will remain open until filled.

The organization does not discriminate based on race, ethnicity, religion, gender, gender identity, sexual orientation or any other characteristic protected by law.