



AWARENESS | ADVOCACY | ACCESS | EDUCATION

Executive Director  
May 2025



## About The Whitemarsh Foundation

Founded in 2001, Whitemarsh Foundation is dedicated to the conservation, preservation and stewardship of the remaining open space in the Whitemarsh Valley. The Foundation oversees nearly 200 acres of preserved land just beyond the Philadelphia City limits providing access to the natural world and promoting its physical, mental and emotional benefits. The Whitemarsh Foundation is uniquely positioned to work with like organizations to further nature education and appreciation through specialized programs for children and adults.

### Whitemarsh Foundation Achievements to Date:

- Preserved and manage nearly 200 acres of open space in Whitemarsh Township.
- Created and led a consortium of nine partners to conserve the treasured landscapes of the then 450-acre Erdenheim Farm.
- Secured interest and financial support from nearly 700 donors.
- Raised funds from public and government entities to purchase and conserve nearly 200 acres of the angus and sheep tracts of Erdenheim Farm.
- Created the Dixon Meadow Preserve, a 14-acre rewilded nature preserve where 24,000 visitors a year come to walk its trail and boardwalk and spend time among its nearly 200 bird species, 30 species of native trees, 12 species of native shrubs, numerous varieties of native grasses and wildflowers, and other resident wildlife.
- Restored the Dixon Meadow House, an historic 19th century farmhouse alongside the Dixon Meadow Preserve to serve as Whitemarsh Foundation's headquarters and community meeting space.
- Constructed the BLBB Educational Pavilion at the Dixon Meadow House to provide a space for the Foundation's growing education initiatives.
- Published *Jewel of the Wissahickon: Rewilding the Dixon Meadow Preserve*, an award-winning coffee table book with forward by Jane Goodall.
- Collaborated with Community Partnership School and Martin Luther School-Gemma Services to cultivate an appreciation for nature in its students, using the Dixon Meadow Preserve as a living classroom.
- Engaged with Whitemarsh Township, William Jeannes Memorial Library, Morris Arboretum, Natural Lands Trust, Chestnut Hill Community Association, WHYY, The Philadelphia Free Library/Andorra, the Hill at Whitemarsh, Birdability, Prescribe Outside, and others to further nature education, appreciation, and preservation.

For more information visit: [www.whitemarshfoundation.org](http://www.whitemarshfoundation.org).

## Executive Director Primary Responsibilities

Reporting to the Board of Directors, the Executive Director of Whitemarsh Foundation will assume overall strategic and operational responsibility to ensure that the organization's activities are aligned with its mission and ensure its long-term impact and viability.

The Executive Director will possess a passion for Whitemarsh Foundation and its work including conservation and land stewardship. They will be an effective leader who demonstrates expertise in strategic leadership, fundraising, and budgeting and financial management. They will possess exceptional relationship building skills, strong written and verbal communication skills, be comfortable balancing multiple tasks simultaneously, and be able to work in collaboration with a broad range of stakeholders including Board members, donors, and partner organizations. Key responsibilities of the Executive Director will include:

- **Strategic organizational leadership:** Assume responsibility for the overall leadership of Whitemarsh Foundation including the stewardship and safeguarding of its mission.
- **Fundraising:** Support the identification and cultivation of new and existing donors to ensure that Whitemarsh Foundation has sufficient financial resources to maintain, sustain, and grow programming and operations. Serve in an external capacity to continue to build and strengthen Whitemarsh Foundation's brand.
- **Operations:** Oversee the day-to-day operations of Whitemarsh Foundation and its facilities.
- **Financial management:** Guide the organization with sound fiscal management practices and a strategy that maximizes resource utilization while ensuring the organization remains financially healthy.
- **Relationship building:** Cultivate and maintain mutually beneficial relationships that support Whitemarsh Foundation's mission, goals, and sustainability. Serve as the nexus between Whitemarsh Foundation and government, public, and private entities.
- **Communications:** Utilize strong and effective verbal and written communications skills to strategically articulate a compelling vision, inspire others, and build consensus among diverse stakeholders.
- **Project management:** Plan, organize, and oversee resources to achieve specific goals within defined constraints of time, scope, and budget.
- **Program management:** Ensure programmatic excellence and utilize evaluation tools to assess outcomes, track progress, and make decisions that improve and grow educational programming.

- **Board partnership:** Partner with the Board to identify and resolve issues that require Board input, setting organizational priorities and implementing strategy.
- **Management of subcontractors:** Manage educators, stewards, guides, builders, land planners, attorneys, and others critical to the work of Whitemarsh Foundation.
- **Facilities management:** Oversee and steward the operations, maintenance, and overall functionality of Dixon Meadow House and Dixon Meadow Preserve.

## **Key Experience and Skill Set**

- Significant experience in senior leadership positions within mission-driven organizations with strengths in strategy development, fundraising, financial management, communications, and operational management.
- Previous experience and success raising funds on behalf of an organization as well as success building and elevating an organization's external brand.
- Exceptional relationship building skills with a diverse group of partners, donors, and stakeholders.
- The ability to craft, communicate and execute a vision for an organization internally and externally.
- Financial acumen including planning, budget preparation, and strategic financial decision making.
- Exceptional operational management skills including planning, prioritization, and execution.
- The ability to develop and execute comprehensive communication strategies to effectively convey Whitemarsh Foundation's mission, values, and impact to diverse audiences.
- Experience in and passion for land stewardship and conservation.

## **Key Personal Characteristics**

- A passion for the mission of Whitemarsh Foundation and its work, with an understanding the organization's history, mission, and core values.
- An innovative, strategic, and collaborative leader.

- A strong listener who prioritizes collective success. Able to involve stakeholders in shaping the future.
- A confident, transparent leadership style that fosters teamwork and leverages diverse perspectives and skills to achieve common goals.
- A clear and effective oral and written communication style with Board, partners, and stakeholders to ensure understanding and collaboration.
- A strong relationship builder skilled at creating, developing, and maintaining meaningful and productive connections with others.
- Highly self-motivated with a hands-on approach to leadership and management and an entrepreneurial spirit.
- Flexible and responsive to changes in circumstances or priorities to maintain effectiveness in dynamic environments.
- Bachelor's degree required, master's degree preferred.

**Nominations and Applications:** Nominations and applications, including resume and cover letter, should be directed to Courtney Disston at: [cdisston@disstonsearch.com](mailto:cdisston@disstonsearch.com).

Whitemarsh Foundation is an Equal Opportunity employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.