



Executive Director

Rose Island Lighthouse & Fort Hamilton Trust

Newport, Rhode Island

Full-Time | Salary: \$70,000 - \$75,000 annually

About the Organization

Rose Island Lighthouse & Fort Hamilton Trust (RILFHT) is a historic preservation and education nonprofit dedicated to stewarding Rose Island, its lighthouse, and Fort Hamilton Barracks in Narragansett Bay. The organization provides public access, seasonal tours, overnight stays, and educational programming that connect visitors to Rhode Island's maritime heritage, coastal environment, and community history. With its 40th anniversary aligning with the United States Semiquincentennial, 2026 will usher in a pivotal era of growth, renewed investment, and expanded public engagement for Rose Island.

Position Overview

RILFHT seeks a motivated, mission-driven Executive Director to lead the organization into its next chapter. This full-time, year-round role is suited to a mid-career nonprofit professional or a fundraising professional looking to move into a leadership role. Candidates with backgrounds in preservation, environment, arts, education and hospitality are encouraged to apply.

The Executive Director serves as the organization's primary fundraiser, administrator, and Board partner. Supported by an Island Steward and an Office Administrator, the Executive Director focuses on donor engagement, organizational systems, and clear communication with the Board of Directors, while day-to-day island operations are generally delegated.

Primary Responsibilities

▪ Fundraising & Donor Engagement

- Lead annual fundraising efforts including individual giving, memberships, grants, and appeals
- Cultivate and steward relationships with donors and supporters
- Serve as a public-facing representative of the organization within the community

▪ Administration, Budgeting & Organizational Systems

- Oversee the annual budget and financial reporting in partnership with the Treasurer and Finance Committee
- Maintain administrative, financial, and organizational systems appropriate for a small nonprofit, with a focus on revenue-generating opportunities and analysis
- Ensure capital projects, maintenance plans and island improvements are appropriately documented and presented to the Board for approval

- Create and refine nonprofit best practices, and ensure compliance practices and reporting requirements

- **Board Communication & Governance Support**

- Serve as the primary staff liaison to the Board of Directors
- Prepare clear, straightforward reports and dashboards for Board meetings
- Participate in strategic planning efforts in partnership with the Board

- **Staff Supervision**

- Establish a leadership strategy that supports a strong and collaborative organizational culture
- Proven track record of effectively managing direct reports
- Delegate daily island operations, maintenance, and on-site staffing to the Island Steward and supporting staff

Qualifications & Experience

- 4–7 years of experience in nonprofit leadership, management or equivalent
- Demonstrated success in fundraising, donor engagement, sales and/or revenue generation
- Experience supervising staff and managing organizational budgets
- Ability to implement and refine practical systems and best practices
- Strong communication skills and comfort working closely with a volunteer board
- Interest in historic preservation, education, environmental stewardship, or community engagement

Compensation

Annual salary of \$70,000 - \$75,000

Paid annual leave and sick time

Organization supported employee-only health insurance coverage

Role Parameters

This position is intentionally designed to reflect the organization's current scale and resources. Accordingly, the Executive Director is not expected to:

- Perform island facilities or maintenance work
- Function as a full-time director of operations

How to Apply

Interested candidates should submit a resume and cover letter outlining relevant experience and interest to careers@roseisland.org. Applications will be reviewed on a rolling basis, with a desired start date in February or early March.

Rose Island Lighthouse & Fort Hamilton Trust is an equal opportunity employer and is committed to building a diverse and inclusive organization.