EXECUTIVE DIRECTOR

Roycroft Campus Corporation | East Aurora, New York | Buffalo-Niagara Region

HEAD • HEART • HAND

ABOUT THE ROYCROFT CAMPUS

The Roycroft Campus Corporation preserves and promotes the Roycroft Campus and the spirit of the Arts and Crafts Movement, inviting people of all ages to experience history, values and possibilities through the Head, Heart, Hand philosophy.

Our vision is a vibrant, internationally recognized destination where visitors experience a living community grounded in creativity, craftsmanship and authenticity. Through engaging programs, restored historic spaces and a strong brand presence, the Campus inspires people to explore the enduring relevance of the Arts and Crafts Movement.

THE OPPORTUNITY

Roycroft Campus Corporation (RCC) is seeking an Executive Director to provide strategic, organizational and operational leadership. The Executive Director works closely with the Board of Directors to advance RCC's mission, implement its strategic priorities, strengthen financial sustainability and guide the continued growth of the organization.

The successful candidate will be an effective communicator and relationship builder with sound judgment, financial discipline and the ability to lead through change. RCC seeks a leader who balances mission-driven priorities with practical operational and financial decision-making, while building trust with staff, volunteers, donors, funders, community partners and the Board.

KEY RESPONSIBILITIES

Leadership, Strategy and Mission

- Articulate and promote RCC's mission, vision and brand.

- Lead implementation of the organization's strategic plan and help RCC adapt to changing conditions that affect how its mission is fulfilled.
- Work closely with the Board Chair, Executive Committee and Board committees to maintain strong governance, clear communication and organizational accountability.

Fundraising and Resource Development

- Lead fundraising and resource-development efforts that support RCC's long-term sustainability and growth.
- Build and maintain relationships with major donors, foundations, prospective funders and other sources of support.
- Participate actively in donor cultivation, special events and community engagement.

Management and Operational Excellence

- Attract, retain, motivate and lead employees, independent contractors and volunteers.
- Set clear objectives, delegate effectively, provide constructive feedback and promote strong two-way communication.
- Oversee day-to-day Campus operations, including buildings and grounds and restoration or construction projects.
- Oversee key functional areas, including development, public relations, marketing and branding, educational programming, retail and rental activities.

Fiscal Management

- Lead the annual budgeting and financial-reporting process and provide the Board with timely, accurate financial information. Make adjustments as needed to meet financial targets
- Work with the Audit and Finance Committees and outside professionals to support audits, financial statements, tax filings and sound financial controls.
- Oversee contracts, rental agreements, compensation and benefit decisions within Board-approved policies.

External Relations and Public Leadership

- Serve as a chief spokesperson for RCC with donors, members, volunteers, employees, Roycroft-related organizations, media, legal and government contacts, and the broader community.
- Increase RCC's visibility through public appearances, community engagement, social and traditional media, and professional networking.

PREFERRED CANDIDATE QUALIFICATIONS

- Five to seven or more years of relevant leadership experience.
- Demonstrated organizational management, financial management and strategic-planning experience.
- Demonstrated ability to build trusted relationships with donors, funders and community partners.
- Fundraising or resource-development experience, including donor cultivation.
- Experience leading employees, contractors and volunteers while managing multiple priorities.
- Bachelor's degree in a related field or an equivalent combination of education and relevant experience.

COMPENSATION AND LOCATION

This is a leadership position based at the Roycroft Campus in East Aurora, New York, in the Buffalo-Niagara region. Annual salary range is $80,000-$120,000 USD. Final compensation will be based on relevant experience and qualifications.

HOW TO APPLY

Please submit a resume and cover letter describing your interest in the position and relevant leadership experience to roycroftsearch@gmail.com

Applications will be reviewed as received. Deadline for applications is November 25, 2026