

(This search was completed in January, 2000, with the appointment of Richard L. Rutledge, formerly Deputy Commander for Operations of the Army Community and Family Support Center, and Garrison Commander of the Army base at Ft. Benning, Georgia.)

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Job Announcement

National Society of the Daughters of the American Revolution Administrator

(Revised: December 1, 1999; replaces November 19 version)

The Daughters of the American Revolution (DAR) is looking for a senior manager to become its next Administrator, a top staff position at the organization. The DAR invites applications from and nominations of candidates with the skills and experience described below.

Applications will be accepted until the position is filled, but interested candidates should note that interviews will begin in December.

The Organization

The National Society of the Daughters of the American Revolution is a nonprofit membership organization chartered by Congress. Founded in 1890, its mission is to perpetuate the memory of the men and women who achieved American Independence during the Revolutionary War. The DAR carries out its mission through programs that promote education, historical preservation, and patriotism.

For example, the DAR sponsors American history contests for school children; it operates a museum with 33,000 objects related to early American history; and it is the home of one of the largest genealogical libraries in the country. The DAR sponsors an extensive scholarship program for students throughout the country, and provides financial support to several schools that benefit low-income children, such as Hillside School in Massachusetts, which has special programs for children with Attention Deficit Disorder. Within Washington, DC, where the national headquarters are located, the DAR is well known as the home of Constitution Hall, a National Historic Landmark where recent or upcoming performers include Yo-Yo Ma, the Temptations, and Sarah Brightman.

Membership in the DAR is available to women who can verify lineage to those who fought in the Revolutionary War or to other men or women who helped achieve American Independence. The organization currently has 173,000 members and 2,800 chapters throughout the United States and overseas. As an organization that focuses on historic preservation, education, promotion of patriotism, and service, the DAR is nonpartisan. It does not endorse candidates for political office, nor does it provide financial support to candidates or to political parties.

The DAR has a staff of 128 at its national headquarters in Washington, DC, and an operating budget of \$12 million. Revenue comes primarily from member dues, contributions from members, subscriptions and advertising for *Daughters of the American Revolution Magazine*, rental fees for events at Constitution Hall, and investment income.

More information about DAR can be seen at www.dar.org.

The Position

The Administrator is a senior staff position at the DAR. Given the role of the DAR's 87-person board of directors (which is called the National Board of Management), the Administrator is, in effect, the organization's chief operating officer (COO) rather than its chief executive officer (CEO). The board president, known as the President General, is the *de facto* CEO. The current President General is Georgane Love, whose three-year term will end in April, 2001. The President General and 11 other members of the Executive Committee take strong leadership roles for much of the DAR's work. All Executive Officers are elected for non-consecutive three-year terms.

The overarching responsibility of the Administrator, who reports to the Executive Committee (and, in particular, to the President General) is to manage the day-to-day operations within the national headquarters, especially activities that cut across departments and require careful coordination.

Principal Responsibilities

The responsibilities of the Administrator include:

1. Overseeing the property management of the DAR's complex of buildings, which the organization built beginning in 1905 and has owned ever since. The national headquarters—across from the Ellipse at 1776 D Street, N.W.—include Constitution Hall; the DAR Library, the DAR Museum (which includes 33 period rooms), and the Americana Collection, all of which are open to the public; and offices for the staff. The total space occupies 300,000 square feet and requires special care that buildings almost 100 years old and designated National Historic Landmarks would require. The DAR has a building superintendent, who oversees a staff of seven.
2. Managing the DAR's relationships with outside vendors, including negotiating contracts, and with outside organizations including those that lease space for meetings, receptions, and other events.
3. Overseeing the day-to-day operations of other key areas of the DAR, including human resources, information technology, membership administration, development, museum, library, and Constitution Hall. Currently, 16 staff, including department directors, report directly to the Administrator. It is important to note that the controller reports directly to the Executive Committee rather than to the Administrator.
4. Working with staff to develop new initiatives that will improve the day-to-day operations of the headquarters, including formulating strategy, developing business plans, and presenting them to the President General and Executive Committee for their approval.
5. Working closely with the President General to provide strong leadership and direction for the organization.

Required Skills and Characteristics

As the person running the day-to-day operations of the DAR, with particular emphasis on the management of the headquarters, the Administrator must be:

1. Capable of developing, motivating, and supervising senior staff at the director level who have highly specialized knowledge of their areas of responsibility.

2. Skillful in working with a large board that includes a President General and Executive Committee whose members are deeply involved with all areas of the organization.
3. Sufficiently skilled and knowledgeable in all functional areas to be supervised.
4. Adept in interpreting financial information and other quantitative data.
5. Able to communicate effectively with a broad range of people, including a diverse staff, a national board, and a large membership.
6. Instinctively entrepreneurial to find better ways to run the organization's day-to-day operations, and savvy enough to know how to introduce and implement change within an organization that is large and deeply respectful of tradition and precedent.
7. Genuinely interested in the programs and goals of the DAR.

Desired Experience

The Administrator should have the following experience:

1. At least 10 years of senior management experience in an association or other nonprofit organization. A record of accomplishment in building and property management is critical.
2. Direct experience hiring and supervising professional staff.
3. An excellent reputation for working with volunteers, especially at the board level.
4. Working knowledge of human resource management, membership, marketing, and information technology.
5. A graduate degree in a management-related field, e.g. master's in business administration, nonprofit management, or association management.

Compensation

Salary will be commensurate with experience and qualifications. Compensation also includes a comprehensive benefits package.

To Apply

Please **mail** or **e-mail** a cover letter, resume, and three-year salary history to:

Larry H. Slesinger
Slesinger Management Services
5809 Augusta Lane
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: LSlesinger@erols.com (please attach files in Microsoft Word only)

This job announcement can also be found at www.SlesingerManagement.com.

The DAR is an Equal Opportunity Employer