

Professional Experience

Fort Mifflin on the Delaware

Philadelphia, PA

Executive Director – 2010 to Present

Responsible for operations, finances, development, programming and restoration at 50-acre National Historic Landmark.

*Lead full and part-time staff and large teams of volunteers in support of programs, events and restoration.

*Report regularly to Board of Directors on finances, programs and operations.

*Prioritize and oversee restoration projects including a grant-funded electrical upgrade addressing public safety concerns, repair of a partial collapse of the sea wall and a federally funded sound remediation project improving two historic buildings.

*Manage cash flow and work with the Board of Directors to establish budgets.

*Initiate and supervise research and installation of exhibits highlighting the history of Fort Mifflin and supporting special events.

*Communicate with media; provide interviews related to Fort programming and historic site management and trends (including Wall Street Journal, "A Taste of History," and local news.)

*Create new, innovative and profitable public programs expanding the Fort's audience.

*Develop strategic relationships with the City of Philadelphia Parks & Recreation Department, Army Corps of Engineers, National Park Service and other organizations in the cultural community of Philadelphia.

Significant accomplishments include:

*Led organization's effective adaptation to pandemic closure and safe re-opening via creative use of space. Secured emergency funding of over \$55K.

*Initiated and worked with outside consultant to lead Board and organization through the Strategic Planning process, resulting in a comprehensive plan for fulfilling the organization's mission. Created detailed implementation plan to assure completion of all action steps.

*Updated all office protocols and procedures. Created new Employee Handbook establishing consistent and professional office policies.

*Standardized training and evaluation program for interpretive staff and volunteers.

*Established and administered successful board supported fundraising events including social gala, golf outing, 5K, and Speakeasy-themed events.

*Restructured office and maintenance staff resulting in improved professional capacity and overall site appearance.

*Rebranded and restructured Halloween programming resulting in 225% visitor and revenue increase from 2017 to 2018.

*Established working partnerships with other organizations for collaborative exhibits and programming, expanding the organization's profile in the community.

*Expanded calendar of large-scale public living history events to reflect the full period of Fort Mifflin's service (1771-1954) directly supporting the organization's mission.

*Established parameters for "Volunteer Corps" leading to more regular participation and deepening relationships with key support organizations. Established annual large-scale volunteer project days.

*Led response to catastrophic fire in historic building, stabilizing structure for future restoration. Managed logistics for clean-up effort, secured extensive positive print, television and digital media coverage. Negotiated resulting insurance settlement.

Historic Preservation Consultants. LLC

Cherry Hill, NJ

2008 to 2010

Provided consulting services primarily related to conservation easement programs.

*Created and marketed annual Historic Preservation conference around a contemporary theme; engaged speakers, secured venue, managed budget and reservations.

*Solicited donations of conservation easements and managed transaction reporting.

Barclay Farmstead

Cherry Hill, NJ

Program Coordinator – 2004 to 2010

Responsible for day-to-day operations and programs at living history house museum set on 32 acres.

*Managed all aspects of award-winning Living History School Program including scheduling, staffing, budgeting and billing.

*Trained staff of paid guides and volunteer docents.

*Researched and prepared special exhibits including all related text writing.

*Administered largest community garden program in South Jersey.

Museum Assistant – 2001 to 2004

Supported museum activities noted above.

Price Waterhouse

Philadelphia, PA

Tax Manager – 1989 to 1991

Tax Consultant – 1986 to 1989

Tax Associate – 1984 to 1986

University Lectures & Professional Conference Presentations

*Lehigh University Career Services, Resume Marathon, 2013 – 2015

*Historic Site Management, Penn State Abington guest lecturer, 2013, 2014

*A Job to Do: Working with Volunteers and Reenactors to Tell YOUR Site's Story, MAALHFAM, 2014

*Emerging from the Shadows: Utilizing the Paranormal in Mission-Based Programming, SMA Conference, 2013

*Effective Use of Paranormal Programs at Historic Sites, New Jersey Historic Trust, 2012

Education

Lehigh University, Bethlehem, PA

BS, Business and Economics

Other

On-camera interviews:

*Emmy Award Winning "A Taste of History," Season 6, Episode 4.

*Battlefield PA with Brady Kreitzer (PA Cable Network): Fort Mifflin

*CBS3, Fox 29, PHL17 program related news segment interviews

*Momentum Digital Media "Small Business Saturday" feature

Warm and engaging public speaker for audiences large and small: Valley Forge Speaker Series, PA Questers Annual Conference, American Revolution Round Table, American Revolution Museum at Yorktown, American Revolution Consortium for Civic Education, local historical societies

Community involvement

Cherry Hill Historical Commission 2015 – present; Secretary, 2020

Judge, National History Day, 2018; Lead Judge 2019-2020

Judge, New Jersey History Day, 2017 – 2019; Lead Judge 2020

Peer Review Panel, Philadelphia Cultural Fund, 2013, 2018

Lehigh University Freshman Orientation Discussion Leader – 2018, 2019

Article published in Perspectives on Business and Economics, research journal of the Martindale Center, Lehigh University.

References and writing samples upon request.