POSITION ANNOUNCEMENT
November 2026

Title:	Director of Finance & Administration
Supervisor:	Executive Director
Classification:	Exempt, Full-Time

Tudor Place Historic House & Garden is a nationally significant cultural institution where 220 years of American history come alive through extraordinary architecture, collections, gardens and stories that illuminate the complexities of our shared past. As we build on our legacy of preservation and groundbreaking public history, we are embracing an ambitious new chapter—expanding our reach, reimagining the visitor experience and creating new opportunities for education, dialogue and civic engagement. The Director of Finance & Administration is a critical member of the leadership team, providing the financial stewardship, operational leadership and organizational infrastructure essential to bringing this vision to life.

THE OPPORTUNITY
Tudor Place seeks a Director of Finance & Administration to provide leadership and oversight of the financial and administrative operations that support the organization's mission and long-term sustainability.

A key member of the senior leadership team, the Director is responsible for the effective management of the organization's financial administration, human resources, Board of Trustees operations, information technology, organizational policies and procedures, and institutional records. The position ensures that Tudor Place has the sound financial practices, effective administrative systems, and organizational infrastructure necessary to support its programs, staff, and strategic priorities.

Working closely with the Executive Director, fellow directors, the Board, and external professional service providers, the Director plays an important role in strengthening organizational effectiveness, ensuring responsible stewardship of resources, and translating organizational priorities into effective operational practices.

RESPONSIBILITIES
Organizational Operations & Administration
- Provide leadership and oversight of the organization's administrative operations, systems, and procedures to promote efficiency, accountability, effective communication, and organizational effectiveness.
- Collaborate with the Executive Director and fellow directors to identify operational needs and implement systems and practices that support organizational priorities and strategic plans.
- Serve as a member of the campus Security Group, along with the Executive Director and Director of Buildings, Gardens & Grounds.
- Oversee the organization's information technology needs, serving as liaison with independent IT consultants on troubleshooting, system maintenance, and special projects.

- Coordinate the management and maintenance of office equipment, technology, and communications systems, ensuring staff have the tools and support needed to perform their work.
- Maintain corporate, communications, and financial files and institutional archives in accordance with the organization's Records Retention Policy.
- Ensure an efficient, safe, and well-functioning work environment by overseeing office administration, procuring supplies, and responding to organizational needs for administrative guidance and support.
- Coordinate the planning and scheduling of staff meetings in collaboration with the Executive Director and other departments.
- Monitor organizational licenses, regulatory filings, and other institutional compliance requirements.
- Coordinate institutional and fine arts insurance renewals in collaboration with the Executive Director and other departments.

Financial Management

- Lead the annual organizational budget development process in coordination with the Executive Director and department directors.
- Prepare and manage the administrative budget and provide oversight of departmental budget development, tracking and reporting.
- Monitor organizational revenues and expenditures, maintain accurate financial records, and support effective budget management across departments.
- Monitor cash flow and maintain appropriate financial controls and procedures to safeguard organizational assets and restrictions related to donor, Board and endowment instructions and intent and ensure accurate financial reporting.
- Prepare and present regular financial reports, budget analyses, and other financial information to support management and Board decision-making.
- Manage accounts payable and accounts receivable processes and maintain accurate vendor and financial records, including W-9 documentation.
- Coordinate financial services with the organization's independent accountant and other financial service providers.
- Coordinate the annual financial audit and preparation of the organization's annual Form 990.
- Support the Executive Director, Board Treasurer and Finance Committee in financial planning, reporting, and organizational financial stewardship and fulfillment of their respective duties.
- Review and maintain records of concluded contracts, grants and other third-party obligations, commitments and requirements.
- Review, advise and maintain records of all insurance policies, proposed and bound.
- Facilitate, in coordination with the Executive Director, engagement with legal counsel, including but not limited to human resources matters.

Board of Trustees Relations & Administration

- Manage logistical arrangements for all Board and Committee meetings
- Prepare draft agendas, in coordination with Executive Director, President and Committee Chairs, and distribute meeting materials for all Board and Committee meetings
- Prepare minutes of all Board and Committee meetings
- Manage all administrative communications with Board of Trustees and Committees
- Maintain records of Board policy, minutes, and actions
- Prepare orientation and recruitment materials for new Trustees
- Coordinate with the Executive Director and Board leadership to support effective Board operations and communication.

Human Resources Administration

- Oversee human resources administration, including recruitment coordination, employee onboarding and orientation, personnel records, and performance evaluation processes.
- Coordinate health care and benefits plans
- Process payroll, including maintenance of leave accrual records
- Perform onboarding of all new employees
- Perform background screenings for all employee and volunteer position applicants
- Coordinate workers' compensation claims and maintain incident reports
- Respond to employment inquiries, employment verifications, and unemployment insurance claims.
- Maintain and periodically review employee policies and procedures in coordination with the Executive Director and outside HR advisors.
- Ensure accurate and timely administration of employee records, benefits, payroll, and leave policies.
- Coordinate compliance with applicable employment laws and regulations.

Community Relations

- Manage institutional relations with neighbors and the surrounding community including planning of semi-annual meeting of Neighborhood Liaison Committee and special projects
- Monitor and keep records of institutional adherence to the Board of Zoning Adjustment conditions

General

- Perform other duties including, but not limited to, work on projects and special events
- Ensure staff emergency response procedures and training, disaster preparedness, and disaster response

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

- Bachelor's degree preferred, or equivalent combination of education and relevant professional experience.
- At least five years of progressively responsible experience in financial and administrative management, preferably in a nonprofit or cultural organization.
- Demonstrated experience with budgeting, financial reporting, accounting practices, and financial administration.
- Experience overseeing human resources administration and organizational operations.
- Experience working with senior leadership, Boards of Trustees, or other volunteer governing bodies preferred.
- Experience coordinating external professional service providers preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong financial and analytical skills, including the ability to interpret financial information, monitor budgets, and communicate financial results effectively.
- Knowledge of nonprofit financial management, accounting practices, and financial reporting.
- Strong organizational and project management skills, with the ability to establish effective systems, manage competing priorities, and meet deadlines.
- Excellent written and verbal communication skills, including the ability to work effectively with senior leadership, Board members, staff, and external partners.
- Demonstrated judgment, discretion, and ability to maintain confidentiality of sensitive organizational and personnel information.

- Ability to work collaboratively across departments and build productive relationships with external professional service providers.
- Strong problem-solving skills, initiative, and a practical, solutions-oriented approach.
- Proficiency with Microsoft Office applications and accounting software, preferably QuickBooks.
- Familiarity with nonprofit organizations, human resources administration, information technology systems, and regulatory compliance.

COMPENSATION & BENEFITS
Compensation is based on experience. Salary range $80,000-$90,000. Tudor Place provides a package of annual benefits to employees, including paid leave, paid holidays, free on-site parking, professional development and Museum Shop discounts; life insurance and medical benefits are available to full-time employees.

TO APPLY
Please email careers@tudorplace.org with resume and cover letter. Please include '**DIRECTOR OF F&A'** in the subject line. No phone calls please.

Tudor Place is an Equal Opportunity Employer.

ABOUT THE ORGANIZATION
Tudor Place Historic House & Garden is an illustrious cultural institution in the heart of Washington, DC—a place where American history is not only preserved but actively explored, questioned and brought to life. Home to six generations of the Peter family, descendants of Martha Washington, from 1805 to 1983, Tudor Place offers an unbroken narrative of domestic life, civic engagement and social change spanning nearly two centuries.

The estate's architectural centerpiece—a Federal-period mansion featuring a rare Temple Portico designed by U.S. Capitol architect Dr. William Thornton—anchors five and a half acres of historic gardens and green space. This urban oasis invites reflection and discovery, offering visitors a unique experience that blends landmark architecture, expansive landscapes and a nationally significant collection of over 18,000 artifacts, including the second-largest Washington Collection outside of Mount Vernon.

Tudor Place is more than a historic house museum. It is a platform for inclusive storytelling, where the lives of enslaved individuals, domestic workers and the original inhabitants of Georgetown are thoughtfully interpreted alongside the legacy of the Peter family. Its extensive archives of over 250,000 items document the social, architectural and economic history of the region and the nation.

As Tudor Place enters a new chapter, it is poised to evolve into a dynamic hub for education, dialogue and civic engagement. Plans for a reimagined Visitor Center, renewed exhibitions and digitally accessible collections reflect a bold vision for expanding impact and relevance. The institution is committed to making history resonate with contemporary audiences—locally, nationally and globally.

National Recognition & Awards
In recognition of its leadership in inclusive interpretation and community collaboration, Tudor Place Historic House & Garden has received multiple national awards for its groundbreaking exhibition and guided tour, "Ancestral Spaces: People of African Descent at Tudor Place." This initiative—centered on the lives and legacies of enslaved and free individuals connected to the site—has been honored for its innovative use of

descendant voices, artifacts, audio storytelling and photography to transform the traditional house museum experience.

In 2024, “Ancestral Spaces” earned the Award of Excellence from the American Association for State and Local History (AASLH), as well as the Outstanding Public History Project Award from the National Council on Public History (NCPH), both recognizing the project’s interpretive depth and impact. In 2025, Tudor Place received a second AASLH Leadership in History Award of Excellence, acknowledging the ongoing evolution and sustained excellence of the exhibit and tour. Together, these honors reflect a broader institutional commitment to truth-telling, inclusive narratives and collaborative public history practice.