

Position Profile
Executive Director
Athens-Clarke Heritage Foundation

This Mission

The mission at the Athens-Clarke Heritage Foundation, hereinafter ACHF is to be a proactive force in developing community-wide understanding of the value of historic buildings, neighborhoods, and heritage.

The Community

Nestled in the northeastern corner of Georgia, Athens is an unmistakably southern city steeped in vibrant college culture. While the spirited city is perhaps most known for the University of Georgia, it's also home to a thriving music scene, award-winning restaurants and a host of other attractions that make the Classic City a great place to live, work, and play. Athens has a rich and fascinating history, and ACHF has been actively preserving the history and its tangible resources for over 50 years.

Education / Experience Requirements

A Bachelor's degree from an accredited college or university; Post-graduate degree in Historic Preservation, Public Administration or related field preferred; 3-5 years demonstrated leadership experience; experience working with nonprofit boards; skills in organizational development; event and program planning and implementation; communication; fundraising; financial and budget oversight; supervisory experience a plus.

To Apply

Please submit a resume and cover letter to achf@bellsouth.net. In the subject line please reference "Executive Director Search." Deadline to apply is July 31st, 2018.

The Role

In partnership with the Board of Trustees, the Executive Director of the ACHF will be responsible for crafting and executing the strategic and operating plans for the organization. The primary objective of this executive will be to evolve the ACHF's mission and membership, so that it continues to have a positive impact in preserving and enhancing Athens-Clarke County and its diverse historic resources, for the education and enjoyment of all.

To sustain the positive impact and realize the potential of the ACHF, the Executive Director will focus on two major objectives:

Management Objectives

- Ensure that the mission of the ACHF is embraced by its Board of Trustees and membership; is aligned with and supportive of complementary preservation and conservation organizations across the State of Georgia; and that the organization's mission is carried out with zeal and effectiveness by the Board, membership, and staff, such that superior operating results are achieved;
- Build a robust, effective fundraising mechanism that allows the organization to carry out its mission in a fiscally responsible and secure manner;
- Transition from a diverse set of programs and services that will positively impact historic preservation; review the current organizational configuration and, if appropriate, make adjustments to budgets, staff, and programs;

- Ensure the on-going development of a comprehensive services road-map that can attract new members and inspire current members;
- Continually monitor and, where appropriate, enhance both the organizational structure and leadership team to provide for unsurpassed capabilities;
- Effectively promote the ACHF to various constituents (e.g., the membership, donors, endowments, patrons, and current/future employees);
- Provide highly credible and inspiring leadership; and,
- Partner with other members of the leadership team and the Board of Trustees to create an outstanding workplace and culture.

Business Objectives

- Grow membership of the ACHF in such a manner as to account for the changing demographics of Athens-Clarke County and the current membership;
- Grow the financial resources and programs year over year;
- Implement an operational plan that results in predictable year-over-year growth in membership and revenues;
- Manage preservation priorities and expenses to maximize the impact of the ACHF; and,
- Realize continuous improvement in preservation programs and fulfillment of the mission and vision of the ACHF.

Candidate Profile

- The successful candidate will bring to the ACHF an impeccable track record of accomplishment as an executive in a business or not-for-profit sector. A history of managing the transition of an organization, as well as the proven ability to think strategically to drive the operational improvements, acquire new members, and create excitement for the mission with all key constituent groups are prerequisites for this role. This executive will have proven his/her ability to execute flawlessly and possess the drive and charisma to motivate others around him/her to do the same. The candidate will be proactive and positive in pursuing consensus and will possess the diplomatic skills to promote the interests of ACHF in advocacy and in community relationships.
- In addition to this background, the ideal candidate will have thorough knowledge of how to formulate business strategies, as well as the demonstrated ability to translate these plans into execution. When reviewing his/her career, one will find several examples of where this individual has targeted new markets and developed programs which enhance the mission of the ACHF and further the cause of historic preservation. This executive will have a passion for history, conservation, and preservation. S/he will be an inspiring orator, equally comfortable with large public audiences or one-on-one with members, employees, or community leaders.
- The ideal candidate will possess a high level of energy and a personal style that engenders loyalty and trust among the trustees, staff, and at all levels with the company. The successful candidate will excel at mentoring and team building, able to both selectively add outside talent and develop internal resources in such a way that the organization generates momentum while portraying stability. Above all, the individual hired into this role will have unquestioned integrity and always do what is in the best interest of the ACHF, its employees and membership, and the Athens-Clarke County community.