



Job Announcement

POSTED: NOVEMBER 25, 2019
CLOSING DATE: Open until filled

Title: Executive Director
Reports to: Board of Directors

Status: Self-Employed
Part-time, 8 hrs./wk.
\$12,500 annual salary

OPERATIONS OVERVIEW

Easements Atlanta, Inc. (EAI) is the preservation easement holding organization of Metropolitan Atlanta in existence since 1984 that permanently preserves historic structures and historically important land areas for public benefit. EAI has been able to preserve more than 40 historic buildings as part of its portfolio.

From the heart of Atlanta to the outlying counties of its metropolitan area, EAI's service area covers one of the most historically and culturally significant southeastern regions. With a high number of historic resources and intense pressure from population growth and economic development, EAI is poised to be a major influence on solutions to preserve Metro Atlanta's architectural heritage for current and future generations to enjoy.

POSITION SUMMARY

The Executive Director works closely with the Board of Directors and provides the vision, leadership and public face of EAI. Responsibilities include the oversight of property stewardship, legal compliance, financial accountability, fundraising and public outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Resource Protection and Preservation Easements

- Oversee and ensure that EAI's preservation easement program, including charitable donations, preparation of baseline documentation, enforcement of easement agreements, and annual easement inspections are completed by deadlines while maintaining best standards and practices.
- Cultivate and reinforce positive property owner relationships through timely and effective communication.
- Conduct initial reviews of requests to alter properties encumbered by easements in accordance with the easement agreement and deed restrictions; issue written permission as required.

Fundraising and Resource Development

- In partnership with the Board of Directors, develop and carryout a strategic plan for the organization.
- Pursue new property and financial donations for preservation easement operations.

- Coordinate the process for investigation, analysis and identification of new preservation easement focal areas.
- Identify charitable donation sources and other public funding from major donors, foundations and government programs and prepare grants to advance EAI's preservation programs.
- Provide outreach to property owners, preservationists, public agencies, non-profit organizations, other historic resource managers and stakeholders on the benefits of preservation easements.
- Prepare presentations in support of development activities.

Administrative

- Oversee filings of the organization's state registrations, federal and state tax forms, as well as renewal of insurance policies, affiliate memberships, and similar obligations.
- Maintain and update property files electronically (Access database) and hard files.
- In partnership with the Executive Committee and Board Treasurer, prepare and manage the annual budget, including revenue and expenses; facilitate Board meetings.
- Supervise GSU Heritage Preservation students who participate in EAI's graduate research assistantship or other volunteers, as necessary.
- Maintain a public presence through EAI's website and other media outlets.

WORKING CONDITIONS

The position is based at the Atlanta Preservation Center in Grant Park, Atlanta, GA and includes a combination of office work and field work. Field work may be in inclement weather or among construction sites on occasion. Tele-commuting is possible.

IDEAL EDUCATION, EXPERIENCE, AND TECHNICAL SKILLS

- Meet the Secretary of the Interior's Professional Qualifications Standards in History, Architectural History or Historic Architecture.
- Working knowledge of Secretary of the Interior's Standards for Rehabilitation, identification of and treatments for historic building materials, preparation of historic structures reports, property research, review of plans and specifications for preservation projects.
- Familiarity with preservation easements: their purpose, intent, legal ramifications, legal interpretations, and potential tax benefits.
- Knowledge of current trends and practices in historic preservation and resource management.
- Excellent verbal and written communication skills; public speaking experience preferred.
- A strong attention to detail and an ability to maintain detailed records and files.
- Proficiency with common software applications: Microsoft Office – Word, Excel, PowerPoint, Access; Adobe PDF; WordPress.
- Valid GA driver's license, proof of insurance, and access to a reliable vehicle.

PERSONAL CHARACTERISTICS

Manage an efficient operation: Self-motivated, good at figuring out a process to get things done among multiple priorities, can see opportunities for collaboration, can simplify complex concepts, is entrepreneurial, and can effectively employ the talents and strengths of a graduate research assistant.

Communicate effectively: Has an interest in people and their stories, understands the variety of property owners' interests and perspectives, is able to communicate the importance of preserving historic resources in perpetuity to a variety of groups, and works to communicate with local, state and national officials to further preservation objectives.

Provide vision and purpose: Communicate an inspiring vision of the future importance of preservation easement work, talks about possibilities and makes decisions based on long-term implications.

Establish integrity and trust: Is honest, trust-worthy and straight forward despite the complex financial and legal responsibilities. Keeps confidences and handles issues in a direct and open manner with the Board of Directors.

TO APPLY

Submit resume, letter of interest, and three references to the following postal mail address, postmarked by December 14th:

Easements Atlanta, Inc.
Board of Directors
327 St. Paul Avenue, SE
Atlanta, Georgia 30312

Or attach resume, letter of interest, and three references as a .pdf to the following e-mail by the posted deadline:

personnel@easementsatlanta.org

For more information about Easements Atlanta, Inc., please visit www.easementsatlanta.org
Should you have questions about the job announcement, please send your inquiry to the above e-mail address. No phone calls please.