



JOB DESCRIPTION

Job Title:	Executive Director
Reports to:	Board of Trustees
FLSA Status:	Full time/Exempt
Schedule:	Some evenings and weekends
Supervises:	Full-time, part-time, and volunteer staff
Salary Range:	Salary Commensurate with Experience \$60,000+

POSITION SUMMARY:

The Executive Director is a dynamic preservation leader who manages the organization's day-to-day operations and oversees the staff, initiatives, strategic planning, budgeting, and finances. The Executive Director is responsible for the growth and sustainability of the organization's signature events and advocates for projects and programs that fulfill HWF's mission to preserve and protect the irreplaceable historic resources of Wilmington and the Lower Cape Fear Region.

EXECUTIVE DIRECTOR'S PRIORITIES

- **Management:** Serve as the Chief Administrative Officer to the Historic Wilmington Foundation, reporting to the Board of Trustees and managing the operations and affairs of the Foundation pursuant to the budget, policies, and strategic plans set by the Board of Trustees.
- **Vision:** Work enthusiastically with the Board of Trustees to help develop and achieve the goals/objectives set by the Board. Engage in "big picture" thinking with the trustees and collaboratively lead the staff to implement the Strategic Plan.
- **Leadership:** Empower, support, and lead a team of dedicated staff and volunteers committed to achieving the Foundation's preservation mission and delivering exceptional programs. Perform personnel management functions, including performance management, training, and supervision. Be open to ideas and suggestions and confidently offer creative and original ideas and solutions.
- **Advocacy:** Expand the Foundation's visibility, educational programming, research services, community outreach, social media presence, and engagement to further the mission of the Foundation and help the community see the value of our shared history.
- **Financial Management and Sustainability:** Develop and oversee an annual budget for review by the Finance Committee and approval by the Board. Maximizing resource utilization and maintaining financial records and reports. Facilitate the submission of annual and monthly statements to the Finance Committee and Board. Oversee the execution of a fundraising plan to maintain and grow the Foundation's charitable giving and earned revenue through Legacy Architectural Salvage sales, membership dues,

individual and corporate donations, and private and public grants, as well as managing the endowment funds in a way that sustains the funds, honors the intention of the funds, and promotes the mission.

- **Networking:** Create meaningful connections with Foundation members and volunteers, regional and local community leaders, and state preservation advocates to promote the Foundation and its mission.
- **Marketing:** Actively promote, position, and market the Foundation and be seen as an ambassador for the Foundation and historic preservation.

DESIRED SKILLS

- Passion for the mission, vision, and values of the Historic Wilmington Foundation.
- Possess excellent verbal and written communication skills and be able to serve as the primary spokesperson.
- Possess familiarity with and genuinely enjoy networking, relationship building, and promoting historic preservation.
- Possess the skills necessary to fundraise and know how to make the ask.
- Preferred experience in historic preservation, or a similar field, and a willingness to learn so they can provide guidance, feedback, and leadership on programs and advocacy issues.
- Exceptional people management skills and desire to motivate, lead staff, provide clear expectations, and be able to have tough conversations/ coach through performance issues.
- Proven experience and proficiency in working under pressure while maintaining a professional, collaborative, positive attitude and providing exemplary customer service.

QUALIFICATIONS

- Experience working in a similar historic preservation organization, the not-for-profit sector, or a related field.
- A minimum of three years of administrative, supervisory, grants management, personnel, and financial leadership experience.
- Experience, ability, and a strong desire to be a public-facing leader.
- Bachelor's degree in historic preservation, museum studies, public history, or related field.
- Experience working with nonprofit boards.

PHYSICAL DEMANDS:

- Sitting for extended periods of time
- Use of computer for extended periods of time
- Ability to lift up to 50 pounds.
- Ability to walk up to 1.5 miles in a variety of weather conditions

CANDIDATE GUIDELINES

This search is being conducted by the Historic Wilmington Foundation Board of Trustees. All submissions will be acknowledged and are confidential to the hiring committee. Interested candidates should submit materials to: president@historicwilmington.org

Please include a resume, 2-3 professional references, and a cover letter with information regarding how you learned of the position, a description of how your qualifications and experience match HWF's needs and mission, and your salary expectations.

All candidacy submissions will be accepted until the position is filled. Salary is commensurate with experience, in the \$60,000.00+ range. A comprehensive benefits package is also included and consists of health insurance, time off, and retirement savings with an employer match.