

Landmarks Foundation of Montgomery

Executive Director Job Description

Job Summary:

The Executive Director is responsible for providing innovative leadership, expertise and overall strategic direction for all aspects of operations, finances, planning, promotion, and fundraising for Landmarks Foundation.

The Executive Director will provide focused strategic direction and will build the staff, partnerships, programs, and revenue to create greater local impact, membership engagement, community interest, financial self-sufficiency, and partnerships with local, state, and national preservation organizations.

The position manages ten full-time employees, as well as numerous part-time staff and volunteers. The Executive Director reports to the Board of Directors of the Landmarks Foundation of Montgomery, Inc. and will serve to actively contribute to the planning efforts of the board.

Duties:

- Oversees 5-7 departmental directors and supervisors and facilitates strong communication and collaboration among staff members.
- Develops and implements a plan to spread Landmarks Foundation message, support and maintain healthy revenue, build attendance at events, and garner goodwill and financial support.
- Serves as chief spokesperson for Landmarks Foundation and implements Landmarks' preservation advocacy positions through attendance at public and private meetings, working through the media, and cooperating with other historic preservation groups.
- Leads teams of staff and volunteers to manage successful programs, projects, and events and to implement new programs, projects and events to advance the Landmarks vision and mission.
- Oversees the operation and maintenance of 48 historic structures in Old Alabama Town, which includes 19 commercially leased buildings.

Qualifications:

Ten or more years of overall professional experience, including a minimum of 7 years of demonstrated successful director-level experience with comprehensive non-profit, business, or historic site or museum management experience, with demonstrated success in team leadership.

- Advanced analytical and problem solving skills, including issue identification and prioritization.
- Advanced project-management, team-management and client-management skills. Ability to achieve results with limited supervision.
- History of positive and enduring professional relationships and a positive reputation among former staff and stakeholders.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion.
- Demonstrated understanding and commitment to the values and mission of the Landmarks Foundation.
- Effective and inspiring team leadership skills, with a commitment to diversity and success in managing a diverse staff with wide-ranging skill sets.
- Excellent written and verbal communication skills.