

**Position Title:** Executive Director

**Status:** Full Time Exempt

### **Position Overview**

The Executive Director will lead Heritage Ohio, Inc. (HOI), as one of the foremost historic preservation and community revitalization statewide organizations in the country. The mission of the non-profit organization is fostering economic development and sustainability through preservation of historic buildings, revitalization of downtowns, neighborhood and commercial districts, and the promotion of cultural tourism. The Executive Director reports to a 21-member Board of Directors, manages the work for four team members, and is responsible for managing a \$500,000 annual budget.

### **Essential Functions and Responsibilities**

- Develops strategic direction in partnership with the Board of Directors and is responsible for consistent achievement of the organization's mission, programs, and financial objectives.
- Develops and maintains relationships with a variety of stakeholders in the preservation and revitalization space, to include Main Street boards and directors, real estate developers, community leaders, professionals in the preservation space, and other groups.
- Advocates with governmental officials at all levels and organizations such as the National Trust for Historic Preservation for policy, legislation and funding that benefits historic preservation and commercial district revitalization.
- Works with the Board to implement fundraising strategies that further the mission of the organization. Coordinates and implements, with the Board of Directors, charitable giving from individuals and businesses, membership fees, major gifts, planned giving, sponsorship and event fundraising opportunities.
- Works with HOI staff and Board to research and write corporate and government grants, foundations, and other organizational grant opportunities supportive of both revitalization and preservation components.
- Works with the Board Treasurer to develop an annual budget approved by the Board. Manages the fiscal administration of the organization with the Board Treasurer and the Office Manager.
- Provides oversight of Board governance and management.
- Hires and manages HOI staff. Works with staff to develop and implement annual work plans and goals that further the mission of the organization. Evaluates staff annually and sets staff compensation.
- Manages the communication plan for the organization to include publishing an Annual Report, publishing *Revitalize Ohio* (quarterly magazine), and establishing and implementing social media strategies.
- Work with staff and Board to produce promotion, learning and information opportunities to include an Annual Conference, preservation and revitalization webinars, and other events.

**Education**

Education and/or professional experience that encompasses historic preservation, downtown revitalization, not-for-profit management, economic development, marketing, or similar fields of study. Master's Degree preferred, but not required.

**Qualifications**

Must have eight years of experience in historic preservation, revitalization, or related field. Must have experience effectively working with a volunteer Board of Trustees and managing an organizational budget. Must have experience managing a professional staff. Must have excellent communication skills, both written and oral. Must have experience generating reports using Microsoft Office Suite. Must have organizational, problem-solving, and critical thinking skills; strong process orientation, with the ability to exercise independent judgement. Must have experience developing collaborative partnerships with community and business leaders at all levels within an organization (including C-Suite). Must be flexible and able to multi-task in a fast-paced, highly demanding and changing environment. Must be able to work with individuals from different cultures and diverse backgrounds. Frequent travel required.

**Salary:** \$80,000 (based on experience)

**PLEASE SEND COVER LETTER AND RESUME TO: EXECUTIVEDIRECTORSEARCH@HERITAGEOHIO.ORG**

**APPLICATION OPENS: OCTOBER 1, 2021**

**JOB POSTING CLOSED: DECEMBER 31,2021**

**POSITION START DATE: MAY 1, 2022**