



MACON COUNTY HISTORY PRESERVATION PROJECT

Director Positions Goals and Responsibilities

Executive Director, Operations

Role Overview:

The Executive Director of Operations provides overall leadership and strategic direction for the Macon County History Preservation Project. This position ensures that the organization’s mission is advanced efficiently, professionally, and sustainably across all programs and initiatives.

Key Goals & Priorities:

- Oversee day-to-day organizational operations.
- Ensure alignment of all departments and directors with the project’s mission and strategic plan.
- Lead board meetings and decision-making processes.
- Build and maintain organizational partnerships, community trust, and professional standards.
- Support the development of long-term growth and sustainability strategies.

Director, Government Relations

Role Overview:

The Director of Government Relations manages interactions with local, county, and state officials and agencies. This position ensures the organization is represented positively and professionally in all civic and governmental matters.

Key Goals & Priorities:

- Maintain constructive relationships with elected officials, government departments, and community leaders.
- Monitor policies, regulations, or local developments affecting historical preservation.
- Advocate for resources, support, and recognition of preservation efforts.
- Provide updates to the board regarding public policy and governmental opportunities.
- Assist in securing governmental grants, approvals, and collaborative partnerships.

Director, Community Engagement

Role Overview:

The Director of Community Engagement strengthens the organization's visibility, public participation, and community support. This position oversees outreach, communications, volunteers, and public-facing initiatives.

Key Goals & Priorities:

- Manage social media, digital outreach, and public communications.
- Coordinate volunteer recruitment, scheduling, and retention.
- Lead marketing, publicity, and branding efforts.
- Support administrative and secretary responsibilities as needed.
- Grow public awareness and community involvement in preservation initiatives.

Director, Finance and Fundraising

Role Overview:

The Director of Finance and Fundraising ensures responsible financial management and leads revenue-generating initiatives that support the organization's long-term sustainability.

Key Goals & Priorities:

- Manage financial accounts, bookkeeping, and budget reporting.
- Coordinate financial compliance and accountability for the board.
- Lead fundraising campaigns, donor relations, sponsorships, and grant opportunities.
- Provide regular financial status updates to the board.
- Build a strong financial foundation to support preservation projects for years to come.

Director, Project Management

Role Overview:

The Director of Project Management oversees active preservation projects and initiatives, ensuring they are completed efficiently, on schedule, and to professional standards.

Key Goals & Priorities:

- Plan, coordinate, and track preservation projects—from concept to completion.
- Work with volunteers, community partners, landowners, and stakeholders to manage project needs.
- Establish project timelines, priorities, and measurable outcomes.
- Ensure projects meet organization standards, goals, and historical accuracy.
- Provide regular progress reports to the board and assist in future planning.