



HISTORIC MACON FOUNDATION

Job Title: Preservation Project Manager

Salary: \$35,000 – \$40,000 commensurate with experience, per annum plus benefits

Benefits: 10 paid holidays, 18 vacation days, flexible work schedule, eligible for health insurance after three-month probationary period, employer will match 3% retirement contribution after six months, monthly cell phone stipend, Down Payment Assistance (up to \$20k for an eligible house in Beall's Hill), continuing education opportunities

Application instructions: To apply for this position, please email a cover letter, resume and contact information for three references to info@historicmacon.org. Applications are due by June 22, 2018 at 12:00 pm. Please do not call about the position.

Start date: July 30, 2018

About Historic Macon Foundation

Historic Macon Foundation (HMF), non-profit organization, is one of the nation's largest, most productive and most innovative local historic preservation organizations with over 500 member households in Middle Georgia and over 6,000 listed historic buildings in our stewardship. Since our founding in 1964, HMF has served as the regional historical society and preservation organization of note. Our mission is to revitalize communities by preserving architecture and sharing history. Our vision is to be the premier preservation organization in the nation.

HMF saves Macon's architectural treasures by purchasing, rehabilitating and selling structures listed on the National Register of Historic Places. In addition, HMF educates the public about the importance of Macon's history and architecture, runs events to help celebrate Macon's unique assets, and operates the Sidney Lanier Cottage house museum. Our programs in economic development and neighborhood revitalization are award winners on a national scale and serve as a model for other preservation and revitalization organizations.

The organization is staffed by nine full-time employees (including this position) and one part-time staff person, all of whom are vibrant, dedicated, fun and hardworking. The office atmosphere is fast-paced, multi-tasking, technology-oriented and highly collaborative. In August 2017, HMF relocated its offices to a newly rehabilitated commercial building downtown. Employees are treated as professionals in their expertise; each staff person has the opportunity to lead and teach other team members and literally hundreds of volunteers who are interested in our mission. Staff members manage their own time and tasks, and a flexible work schedule is a benefit.

To learn more about Historic Macon, visit www.historicmacon.org.

JOB DESCRIPTION

The Preservation Project Manager is a full-time staff level position providing creative management and administrative assistance for all of Historic Macon Foundation's real estate holdings, interests and activities. This staff member assists with all real estate development including neighborhood revitalization planning,

reporting, construction, infrastructure, advertising and sales. Primary and independent responsibilities will include on site construction management of 10 projects a year, along with designing finishes in all new-build and rehabilitation projects. The Preservation Project Manager works closely with HMF's Preservation Carpenter and numerous subcontractors. Additionally, the Preservation Project Manager works closely with the Director of Neighborhood Revitalization to guide homebuyers through the construction process. The position also assists with general administrative tasks. This position reports to the Executive Director and works closely with staff, Board members and numerous committee members.

The successful employee will be well-organized, detail oriented, goal oriented, artistic, creative, efficient, personable, and able to deliver projects on time and on budget. Excellent interpersonal skills are required, as the employee will work closely with professional contractors, vendors, homebuyers and volunteers. Because HMF is a small office, ideal candidates will be team players who are able to work across all areas of operation. The successful employee will also be an excellent communicator, fluent in digital and traditional communication forms, including graphic design.

Specific responsibilities include, but are not limited to:

- Manage the planning, budget, contract, construction process for the rehabilitation of historic homes (10 per year)
- Design rehabilitation floor plans and manage active jobsites conforming to the Secretary of the Interior's Standards for Rehabilitation
- Manage the planning process for the construction of new-build infill homes
- Estimate the cost for rehabilitation projects
- Create real estate development *pro formas* to demonstrate to viability of projects to present to the Executive Director and the Preservation Committee
- Propose completed rehabilitation projects to the Executive Director and the Preservation Committee
- Serve as staff support for the Preservation Committee including drafting agendas, notifying the committee, recruiting new committee members, presenting materials at the meeting
- Visit and inspect each construction project underway every day to ensure construction conforms to the plans and specifications for each project
- Prepare sales contracts and addendums
- Assist buyers with the selection of finishes within the project budget
- Guide first time homebuyers through home buying process including incentive programs, mortgages, etc.
- Maintain comprehensive, up to date and careful records of all issues of property for HMF
- Assist other staff members with fundraisers and special events, including a lead role in the semi-annual Design House
- Efficiently managing construction budgets and identifying opportunities to reduce expenses and increase revenues
- The Preservation Project Manager must be occasionally available for meetings and events on nights and weekends

JOB QUALIFICATIONS

A Bachelor's degree in interior design, construction management, architecture, historic preservation, or a closely related field is required. Experience with real estate transfer and/or construction management is preferred. Extensive building construction, computer, media and web literacy is required.