



## Part-Time Executive Director

**Job Title:** Part-Time Executive Director

**Organization:** Historic Cabarrus Association, Inc.

**Location:** 65 Union St. S., Concord, North Carolina

**About Us:** Historic Cabarrus Association, Inc. is a dedicated historic preservation organization committed to safeguarding and celebrating the rich heritage of Cabarrus County, North Carolina. With a focus on preserving architectural landmarks, promoting cultural heritage, and fostering community engagement, we play a pivotal role in ensuring that our shared history is cherished and passed down to future generations.

**Position Overview:** We are seeking an experienced and passionate individual to join our team as a Part-Time Executive Director. The ideal candidate will provide visionary leadership, strategic direction, and operational oversight to drive the success and growth of our historic preservation initiatives and local history center.

### Key Responsibilities:

#### 1. Strategic Leadership:

- Develop and implement a strategic vision for the organization in alignment with its mission and goals.
- Provide leadership in the development and execution of short-term and long-term organizational strategies.

#### 2. Program Management:

- Oversee and promote historic preservation programs and initiatives.
- Explore and develop new projects, partnerships, and opportunities to expand the organization's impact.

#### 3. Fundraising and Financial Management:

- Develop and execute comprehensive fundraising strategies to secure financial support from donors, grants, and sponsors.
- Manage the organization's budget, ensuring financial sustainability and responsible stewardship of resources.

#### 4. Community Engagement:

- Cultivate and maintain relationships with key stakeholders, including community leaders, government officials, donors, and volunteers.
- Lead efforts to engage the community in historic preservation activities and events.

## **5. Advocacy and Public Relations:**

- Advocate for historic preservation at local, state, and national levels.
- Serve as the primary spokesperson for the organization and actively engage in public relations efforts to raise awareness.

## **6. Board Relations:**

- Collaborate with the Board of Directors to ensure effective governance, communication, and alignment with organizational goals.
- Facilitate board meetings, provide regular updates, and seek input on strategic decisions.

### **Qualifications:**

- Preferred minimum of five years of proven leadership experience in a nonprofit organization, preferably in historic preservation or related fields.
- Strong understanding of historic preservation principles, regulations, and best practices.
- Demonstrated success in fundraising, grant writing, and donor cultivation.
- Excellent organizational and strategic planning skills.
- Effective communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Proficiency in financial management and budget oversight.
- Bachelor's degree in a relevant field; advanced degree preferred. A combination of relevant education and experience will be considered.

### **Schedule:**

This part-time position requires approximately thirty hours per week, with flexibility based on organizational needs and special events.

### **Compensation:**

Base salary \$35,000-\$45,000 with discretionary bonus and performance incentives.

This position does not include benefits.

### **How to Apply:**

Interested candidates should submit a resume, cover letter, and three professional references to [historiccabarrus@gmail.com](mailto:historiccabarrus@gmail.com). Please include "Part-Time Executive Director Application - [Your Name]" in the subject line.

Historic Cabarrus Association, Inc. is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences.

**Closing Date:** May 15, 2024