



GGCHC Director of Preservation Position Description

Gullah Geechee Cultural Heritage Corridor

Reports to: Executive Director

Status: Full-Time, Exempt

Position Summary

The Director of Preservation provides strategic leadership for the Gullah Geechee Cultural Heritage Corridor's preservation initiatives across the four-state National Heritage Area. This position is responsible for developing and implementing a comprehensive preservation strategy that documents, protects, and advances the cultural, historic, linguistic, and environmental resources of the Gullah Geechee people.

The Director of Preservation serves as the organization's subject matter expert on preservation, working closely with communities, preservation organizations, researchers, government agencies, and institutional partners to strengthen long-term stewardship of Gullah Geechee cultural resources. This position builds the organizational capacity necessary to expand preservation outcomes while ensuring that preservation efforts remain community-centered, research-driven, and aligned with the Corridor's mission.

In addition to leading preservation initiatives, the Director serves as the primary liaison to preservation partners, municipalities, state and federal agencies, academic institutions, and media on matters related to cultural and historic preservation.

Key Responsibilities

Strategic Preservation Leadership

- Develop and implement the Corridor's comprehensive preservation strategy.
- Lead organizational efforts to identify, document, evaluate, and protect significant Gullah Geechee cultural and historic resources.
- Establish preservation priorities based on community needs, significance, vulnerability, and opportunity.

- Ensure preservation initiatives align with the Corridor's strategic plan, Management Plan, and National Heritage Area goals.
- Develop annual preservation work plans, performance metrics, and outcome reporting.

Cultural Resource Documentation & Research

- Expand and maintain comprehensive inventories of cultural resources throughout the Corridor.
- Partner with the Research Manager to develop and oversee a robust GIS-based cultural resource geodatabase.
- Establish standards and methodologies for documenting historic sites, landscapes, traditions, language, genealogy, oral histories, and other cultural resources.
- Coordinate ethnographic, linguistic, genealogical, and oral history documentation projects.
- Build partnerships with universities, researchers, archives, and cultural institutions to advance preservation research.

Preservation Planning & Protection

- Develop criteria for identifying and prioritizing endangered cultural resources.
- Lead the development of a **Most Endangered Gullah Geechee Resource List**.
- Advance recommendations for National Register of Historic Places nominations, National Historic Landmark nominations, historic markers, and other formal preservation designations.
- Support preservation planning efforts involving land use, climate resilience, cultural landscapes, and historic resources.
- Monitor emerging preservation threats and recommend appropriate responses.

Digital Preservation

- Lead development of a searchable digital preservation archive in collaboration with institutional partners.
- Ensure preservation records are organized, accessible, and available to researchers and communities where appropriate.
- Oversee standards for digital documentation and long-term preservation of collected materials.

Community Partnerships & Outreach

- Serve as the organization's primary liaison to preservation organizations, tribal and community leaders, municipalities, state agencies, federal agencies, nonprofit partners, and academic institutions.
- Develop collaborative preservation initiatives across the Corridor.

- Support community-led preservation projects through technical assistance, training, and mini-grant opportunities.
- Represent the organization at conferences, public meetings, preservation forums, and media engagements.
- Foster relationships that strengthen preservation capacity throughout the Corridor.

Grant & Project Support

- Assist in developing preservation-related grant proposals and funding opportunities.
- Manage preservation projects funded through federal, foundation, and private grants.
- Provide subject matter expertise for organizational initiatives involving preservation.
- Collaborate with the Director of Development on preservation funding strategies.
- Support the coordination and integration of GIS, archival records, photographs, oral histories, and multimedia resources.

Organizational Leadership

- Serve as a member of the organization's senior leadership team.
 - Advise the Executive Director and Commission on preservation priorities and emerging issues.
 - Develop policies, procedures, and best practices supporting preservation work.
 - Prepare reports, presentations, and recommendations for the Executive Director, Commission, funders, and partners.
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Required Qualifications

- Master's degree or higher in Historic Preservation, Public History, Anthropology, Cultural Heritage Management, Archaeology, Planning, Geography, Architecture, or a closely related field.
- Minimum of ten (10) years of progressively responsible professional experience in historic and/or cultural preservation, including senior-level leadership.
- Demonstrated knowledge of historic preservation planning, preservation law, municipal planning processes, and applicable federal and state preservation programs.
- Experience managing preservation projects involving research, documentation, and community engagement.
- Knowledge of National Register of Historic Places processes and preservation best practices.
- Experience building partnerships among government agencies, nonprofits, academic institutions, and community organizations.
- Excellent written, verbal, and public presentation skills.
- Strong research, analytical, and organizational abilities.

- Demonstrated proficiency with GIS, digital databases, and preservation documentation systems.
 - Ability to manage multiple complex projects simultaneously.
 - Willingness to travel extensively throughout the four-state Gullah Geechee Cultural Heritage Corridor.
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Preferred Qualifications

- Experience working within National Heritage Areas or National Park Service-affiliated programs.
 - Knowledge of Gullah Geechee history, culture, language, and heritage.
 - Experience with oral history, ethnographic research, cultural landscape documentation, or climate adaptation planning.
 - Experience supervising staff, consultants, interns, or research teams.
 - Successful record of securing and managing preservation grants.
 - Familiarity with digital archives, collections management systems, and cultural resource inventories.
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