

Position: Director of Preservation
Organization: Historic Natchez Foundation
Location: Natchez, Mississippi
Posting Date: April 15, 2021
Salary: Competitive, based on education and experience
Benefits: Health insurance, 403b retirement plan
Deadline: Until the position is filled

Description:

Town

Natchez, Mississippi (population est. 15,000), enjoys a picturesque location on a high bluff overlooking the Mississippi River and has a national reputation as one of America's most significant historic places. The city adopted its first historic preservation ordinance in 1951 and its current ordinance inspired the state's model ordinance. The Foundation staff serves the Preservation Commission in an advisory non-voting capacity. Appeals go directly to the Adams County Chancery Court. Natchez has become increasingly dependent upon heritage tourism as manufacturing jobs have declined. Heritage tourism efforts are bolstered by the efforts of the City of Natchez, Mississippi Department of Archives and History, Natchez National Historical Park; Natchez Garden Club; Pilgrimage Garden Club, Daughters of the American Revolution, and the Institute for Southern Jewish Life—all of which own and operate significant historic properties in the city. The Foundation interacts almost daily with one of more of these organizations.

Natchez is 100 miles from Jackson, the state capital; 87 miles from Baton Rouge; and 175 miles from New Orleans.

Organization

The Historic Natchez Foundation was chartered in 1974. The executive director oversees the operation of the foundation under the direction of its board of directors within the scope of the organization's mission statement and by-laws. The foundation is a 501(c)(3) membership organization with a substantial endowment. Its annual budget is about \$300,000. The Foundation receives no public funding for operations.

The Foundation headquarters is located in the center of downtown Natchez in a 1901 Romanesque Revival school building of 33,000 square feet. The Foundation is a multi-faceted organization with a focus on historic preservation and long-range plans for development of a museum. It shares an on-site collections and archival storage facility with the Natchez National Historical Park. More information about the Foundation can be found on its website: www.natchez.org.

Desired Qualifications

The ideal candidate for Director of Preservation would fulfill the qualifications listed below:

- Master's degree in architecture, architectural history, historic preservation, art history, material culture, or city planning with a concentration in historic preservation

- Substantial education and experience in historic preservation with expertise in interpreting preservation programs and in completing applications for both the National Register of Historic Places and the Rehabilitation Tax Credits program
- Excellent written and verbal communication and photography skills; self-motivated, energetic, entrepreneurial, and politically savvy, with strong interpersonal, administrative, and leadership skills
- Strong computer expertise with a command of Microsoft Office (Word, Excel, Publisher, and PowerPoint); familiarity with or willingness to learn PastPerfect for membership and collections management. The Foundation also utilizes Adobe software like InDesign, Illustrator, and Photoshop. Knowledge of social media and website development is a plus.
- Good sense of design for in-house publishing of Foundation newsletters, special event mail-outs, exhibit panels, and other graphics. A good sense of design is also essential in working with the Natchez Preservation Commission on new construction in historic districts and new additions to historic buildings.
- Experience, education, knowledge, and/or strong appreciation for the fields of archaeology, material culture, and museum and archival management, with a commitment to the highest professional standards of those fields
- Working knowledge of architectural documentation methods and the ability to conduct fieldwork
- Ability to be flexible in a fast-paced, small non-profit environment
- Understand the special demands of non-profit work (some weekend and night work)

Responsibilities

The Director of Preservation reports to the Executive Director. The ideal candidate would successfully carry out the responsibilities listed below:

- Complete National Register nominations
- Attend Natchez Preservation Commission and other public meetings as necessary
- Complete Historic Rehabilitation Tax Credit applications and guide property owners through the rehabilitation process
- Manage the social media, website, and email listserv for the Foundation in conjunction with other employees

- Oversee the maintenance of historic properties owned by the Foundation and work with the revolving fund to save endangered buildings and find new owners to complete their restoration
- Identify and complete applications for grant funding opportunities for historic preservation projects for the Foundation and other community organizations
- Promote active and broad participation by volunteers in the work of the Foundation
- Assist in planning and facilitating Foundation activities, including fundraisers, member events, and tours
- Provide governmental entities, community organizations, and citizens of Natchez with preservation-related services and assistance with preservation-related issues. Provide services and guidance in conformity with the city's Design Review Guidelines, the state's Mississippi Landmark program, and the federal government's *Standards for Rehabilitation*
- Assist scholars, students, genealogists, and others with research in the Foundation's library and collections
- Other duties as required

How to Apply

Send cover letter, résumé (with professional references), and writing sample by mail or email to:

Carter Burns, Executive Director
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