HISTORIC MACON FOUNDATION

Job Title: Neighborhood Revitalization Coordinator

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

Benefits: 14 paid holidays, 18 vacation days, flexible work schedule, eligible for 75% 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 neighborhood), continuing education opportunities, performance bonus pool.

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 5 pm on January 17. No phone calls please.

Start date: TBD

JOB DESCRIPTION
The Historic Macon Foundation Neighborhood Revitalization Coordinator reinforces neighborhood revitalization efforts through, but not limited to, revolving funds, neighborhood initiatives, low-interest loans, real estate marketing, preservation advocacy, Down Payment Assistance, and easement monitoring.

The staff person enhances Historic Macon’s mission to revitalize communities through a variety of outlets:
- Works closely with HMF Executive Director, HMF Director of Construction, HMF Beall’s Hill Coordinator and HMF Preservation Architect to ensure successful completion of Beall’s Hill in two years.
- Markets available real estate – both Beall’s Hill development and spot properties – develops relationships with potential buyers and Realtor community.
- Serves as liaison for Down Payment Assistance – recruiting both eligible employees and interested employers to participate.
- Develops and facilitates Neighborhood Incubator programming such as Neighborhood Leadership Institute, Neighborhood Small Grants Program, and Neighborhood Council.
- Manages HMF’s annual Fading Five list of endangered properties. Duties include seeking nominations from the public, researching building
history, developing preservation strategies, marketing the success and advocacy needs, and working closely with volunteers and property owners to save historic places.
- Oversees the low-interest loan program, including College Hill, Vineville and Downtown loan portfolios.
- Manages easement monitoring program to ensure compliance with protective covenants totaling over 100 properties.
- Maintains statistical data for impact of HMF real estate development

This position works closely with staff, Board members, Loan Review Committee, and the future Neighborhood Task Force (to be developed). Serves as staff liaison for the monthly Preservation Committee and attends Macon Bibb County’s Design Review Board and Planning and Zoning meetings as needed.

The successful employee will be self-motivated, well-organized, attentive to detail, entrepreneurial, ethical and outgoing. The Neighborhood Revitalization Coordinator is responsible for representing the organization in the community, meaning that the successful employee will be able to relate well to everyone in the community, treating them as potential members of a highly engaged non-profit organization. Most importantly, the Neighborhood Revitalization Coordinator will have a passion for neighborhood revitalization and the mission of HMF.

The position reports to the Executive Director. The Neighborhood Revitalization Coordinator must be available for meetings and events on nights and weekends.

JOB QUALIFICATIONS
The ideal candidate will have a degree in historic preservation, community development, or comparable degree - or commensurate field experience. Experience with preservation revolving funds; real estate marketing and finance; public input meetings; Asset Based Community Development; working with diverse constituents; and preservation advocacy is required.

PERFORMANCE MEASURES
- Ensure Beall’s Hill program is on track for completion in two years including real estate marketing, job site meetings, neighborhood meetings, etc. – 20% of job
- Market, manage, review, and oversee all facets of HMF’s low interest loan portfolio. - 20% of job
- Work closely with residents of neighborhoods to determine what programs and initiatives would serve them best and grow the Neighborhood Incubator programs and funding. – 20% of job
- Oversee all aspects of HMF’s Fading Five program. – 20% of job
- Serve as liaison to HMF’s volunteer Preservation Committee – 10% of job
- Assist HMF staff as needed. – 10% of job

About Historic Macon Foundation
Historic Macon Foundation (HMF), a 501(c)(3) non-profit, is one of the nation’s largest, most productive and most innovative local preservation
organizations with over 550 member households in Middle Georgia and 6,000 listed historic buildings in our stewardship. Since our founding in 1964, Historic Macon Foundation has served as the regional historical society of note. Historic Macon boasts total assets of over $3 million, annual revenue of over $1.2 million, and access to over $2 million in revolving funds. Just in the past five years our annual operating budget has tripled and our staff has doubled.

HMF saves Macon’s architectural treasures by purchasing, rehabilitating and selling structures listed in 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. 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. In 2018 we were awarded the highest honor for a preservation organization, the Trustee’s Award for Organizational Excellence by the National Trust for Historic Preservation.

The organization is staffed by ten full-time employees (including this position) and two part-time staff people, all of whom are entrepreneurial, vibrant, dedicated, fun and hardworking. The office atmosphere is fast-paced, multi-tasking, and highly collaborative. In August 2017, HMF relocated its offices to a newly rehabilitated commercial building in downtown. Employees are treated as professionals in their expertise; each staff person has the opportunity to lead and teach other team members and 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. All staff occasionally work nights and weekends for meetings and special events.

The Neighborhood Revitalization Coordinator joins a staff made up of a full time Executive Director, Director of Finance and Operations, Director of Preservation Field Services, Director of Construction, Beall’s Hill Coordinator, Carpenter in Residence, Communications Coordinator, Preservation Architect, a part-time Director of Engagement, and a part-time Cottage Coordinator.

About Macon, Georgia
Macon is a hidden gem undergoing an exciting renaissance. Live in one of 600 loft units, eat at one of 38 restaurants and eateries, enjoy nightlife at one of 28 music venues and bars, tour one of 3 breweries – all within downtown Macon.

Enjoy annual festivals such as Bragg Jam, Macon Film Festival, Macon Beer Fest, Riverside Jazz and Arts Festival, and the Pan-African Festival. Home to Little Richard, Otis Redding, and The Allman Brothers Band, Macon boasts a rich musical heritage that continues to this day with live music almost every night. Explore the remarkable architecture ranging from Greek Revival mansions to vernacular mill housing. On top of all of these incredible activities and events, it’s extremely affordable to live here.
Macon only gets better from year to year. Now is the time to experience its exciting renaissance and play an active role in the transformation.