HISTORIC MACON FOUNDATION

Job Title: Director of Office Administration
Salary: $40,000 – $45,000 commensurate with experience, per annum plus benefits
Benefits: 14 paid holidays, 18 vacation days, 4 days bonus paid time off, 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), continuing education opportunities, performance bonus pool
Application deadline: August 20, 2021 at 12 pm
Application instructions: To apply for this position, please email a cover letter, resume and contact information for three references to info@historicmacon.org. No phone calls please.
Start date: TBD

JOB DESCRIPTION
In carrying out all of the responsibilities that follow, the Director of Office Administration needs to provide a balanced mix of:

- Keen attention to detail and passion for data integrity
- Eagerness to accomplish a variety of tasks
- Strong customer service presence within the organization, to donors and to the community
- Commitment to implementing processes and systems to enhance the organization’s efficiency

The responsibilities of this position include working with the HMF Executive Director, Board of Directors and staff to:

- Oversee the organization’s growing membership and donor database, which is currently being converted to NEON One CRM.
- Implement the donor and member acknowledgment programs, as well as benefit fulfillment. Including, but not limited to, sending monthly membership renewal letters and solicitation letters and weekly thank you letters
- Manage capital, endowment, annual, sponsorship and membership records empowering other HMF staff to develop comprehensive fundraising strategy focused on identifying, cultivating, soliciting and stewarding of individuals, businesses and foundations
- Undertake prospect research and generate reports
- Manage all aspects of daily office operations to include, but not limited to, pick up and process mail daily; order office supplies; coordinate with outside vendors providing services to HMF; answer phones; greet visitors; coordinate HMF HQ move to 950 Third St in late 2021; maintain calendars for committees and meetings; arrange travel logistics; assemble board and committee printed packets; update the monthly builder’s risk insurance spreadsheet.
- Assist with major fundraising events, study travel trips, direct mail campaigns, fundraising activities, and volunteer corps who assist in donor cultivation and solicitation
• Supervise computerized record keeping and gift receipting
• Provide staff support to the HMF Board of Trustees and perform other duties supporting the organization.

The position reports to the Executive Director. The Director of Office Administration must be available for meetings and events on nights and weekends.

**Job Qualifications:**

*Education*
Baccalaureate Degree or equivalent experience is required.

*Experience*
At least three years of progressive, results-oriented experience and a fundamental understanding of office administration. Experience in database management and implementing organization wide systems and are strongly desired. Candidates must possess excellent organizational, communication, leadership, administrative, and computer skills. Ability to work effectively with people of diverse personalities, cultures and communication styles, including volunteers, business representatives, board members, and staff colleagues. Experience managing multiple tasks in a busy work environment is desired. Successful candidates will be self-directed and goal driven.

**Performance Measures:**

• Maintain donor database and grant applications and reporting. – 30% of job
• Oversee HMF HQ operations – ordering supplies, answering phones, coordinating calendars, etc. – 35% of job
• Meet or exceed annual individual membership and business level membership goals. - 10% of job
• Support Direct of Engagement for recognition and fundraising events. – 25% of job

**HMF Core Values:**
1. We are innovative and leaders in our field.
2. We are scrappy and we hustle.
3. We are stewards of financial, built, and environmental resources.
4. We are bigger than our mission. We are an extended family.

**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 nearly $5 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 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. 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 nine 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 Director of Office Administration joins a staff made up of a full time Executive Director, Director of Preservation Field Services, Neighborhood Revitalization Coordinator, Preservation Architect, Director of Construction, Carpenter in Residence, Director of Finance and Operations, part-time Director of Engagement, Director of Communications, and a part-time Lanier Education Coordinator.

About Macon, Georgia
Macon is a hidden gem undergoing an exciting renaissance. Live in one of 396 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, Cherry Blossom Street Party, 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.