JOB DESCRIPTION
Executive Director Position

June 5, 2023

Summary:
The Executive Director is the chief administrative officer of the Augusta Canal Authority (the Authority), a state-enabled independent authority of Georgia. The Authority is the official management entity of the Augusta Canal National Heritage Area as designated by the United States Congress. The Director reports to the Members of the Authority and shall be under the direct supervision of the Chairman of the Authority. The Director shall be in charge of the day-to-day management of the Authority’s operations, facilities, office, and employees. The Director shall be responsible for the implementation of the Authority’s mission, in particular, “to preserve, develop and manage the Augusta Canal National Heritage Area as a public resource in accordance with the Master Plan”. The scope of the Authority’s mission covers five main areas of focus: Conservation, Preservation, Education, Recreation, and Economic Development. The position is a full-time, salaried exempt job for a uniquely qualified individual. The current director is retiring after twenty-five years (date to be determined) and will participate in mentoring, training, and transition with the new Director. We would like to select the replacement and bring them on board several months ahead of his retirement, to become familiar with the organization and duties, and to work together during a transition period.

Location: Augusta, Georgia

Salary: Commensurate with education and work experience.

Education and Experience:
- Bachelor’s degree from accredited college or university is required. (Business, Public Administration, Accounting, Engineering, Architecture, City Planning, or similar equivalents preferred.)
- Master’s degree, preferred, a “plus.”.
- 5+ years’ nonprofit experience in a comparable position of responsibility and leadership.
- Professional licensure, accreditation, or similar certification, a “plus.”

Essential Functions:
- Provides oversight for all functions of the Authority (financial, Petersburg Boat Tours, hydroelectric operations, Discovery Center, tours, educational programming, multiuse trails, advocacy and advertising, grants, periodic reporting to state and federal agencies.)
Facilitates the development of a Strategic Plan for achieving the Authority’s mission.

Implements the plans, policies, and programs, as adopted and directed by the Authority.

Represents and speaks for the Authority when appropriate though correspondence, personal contacts, and oral presentations in a variety of forums involving the general public, public bodies, and the private sector, fostering positive relationships throughout.

Coordinates federal funding from the National Park Service through the cooperative agreement, budgeting, and periodic reporting.

Coordinates with the City of Augusta (owner of the Canal properties), generally under an intergovernmental agreement, a memorandum of understanding, and an agreement for delivery of water; and otherwise as required.

Coordinates with State of Georgia departments, particularly the Department of Natural Resources, Georgia Department of Transportation and the Department of Community Affairs, which has designated the Augusta Canal National Heritage Area as Georgia’s only Regionally Important Resource.

Coordinates with the companion non-profit corporation Augusta Canal National Heritage Area, Inc. for fund-raising through individual memberships, business memberships, foundations, grants, corporate sponsors, special events, and other means. The non-profit is a federally approved 501c-3 tax exempt non-profit entity.

Develops and maintains partnerships with all levels of public, private, and civic organizations as necessary to carry out the mission of the Authority.

Develops and implements plans for financial sustainability of the Canal Authority as a major part of the Strategic Plan.

Develops and maintains effective communication and working relationships with cooperators and partners (e.g., the general public, tourists, educators, elected officials, local city and county representatives, agency officials, state and federal government officials and agency representatives, and the private sector).

Initiates and negotiates partnerships, contracts, and other suitable relationships required to implement the Augusta Canal Master Plan.

Supervises operations and maintenance of three hydro-electric installations along the Canal and manages power sales and coordination with on-site consumers and power grid purchasers.

Supervises compliance with Federal Energy Regulatory Commission (FERC) regulations related to the three hydro-electric plants.

Maintains business relations with owners and allied users of the properties where Authority-operated hydro-electric plant operations are located.

Participates in supportive activities of Alliance of National Heritage Areas (ANHA).

Develops and supervises project work plans, requests for qualifications and proposals, negotiates contracts, and agreements; manages and monitors progress of individual projects.

Develops and maintains up to date personnel and administrative policies and procedures for efficient operation of the office and programs.

Supervises preparation and management of budgets and audits.

Maintains and preserves archives and historical artifacts collection.

Attends frequent public meetings, including nighttime sessions.

Performs other incidental and related duties as required and assigned.

Knowledge, Skills, Abilities, Experience, and Key Competencies:

Primary Traits:

- Passion for Augusta Canal Authority’s Mission.
- Proven Leader and Manager.
• Public Administrator.
• Project Manager.
• Skilled in High Quality Communications (oral and written).
• Budget, Business, and Finance Acumen.
• Persuasive Advocate and Lobbyist (Local, state, and national).
• Politically Savvy.
• Technical Skills and Background.

Other Desirable Traits and Skills:
• Talent/Team Builder of Staff and Volunteers.
• Promoter of Tourism and Enhanced Visitor Experience.
• Knowledgeable about History.
• Knowledgeable about Hydroelectric Generation or willing to learn.
• Knowledgeable about Archives and Collections Curation.
• Skillful with Office Management and Computers.
• Ability to Work with Diverse Groups and Individuals.
• Knowledgeable of City and Regional Planning.
• Familiarity with Augusta or Central Savannah River Region.
• Committed to Long Term Tenure.
• Possesses Valid Driver’s License (minimum, Class C).

Physical Requirements:
• Ability to traverse by walking the uneven natural and urban terrain of the canal system.
• Ability to hear clearly from near and far in situations such as group presentations, press conferences, and on-site project areas.
• Ability to see in close, distance, and color vision; depth perception; and to adjust focus.
• Ability to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear; sit, climb, or balance; and stoop, kneel, crouch, or crawl.
• Ability to lift and carry moderately heavy or bulky objects, frequently up to 25 pounds and infrequently up to 50 pounds.
• Ability to operate a motor vehicle in day or nighttime conditions.
• Ability to communicate to the general public and group meetings situations and respond to questions effectively.
• Reasonable accommodations for disabilities will be made, as appropriate to the specific situation.

Equal Opportunity:
The Augusta Canal Authority is an equal opportunity employer.