



KNOX HERITAGE

Preserve. Restore. Transform.

Job Title: Executive Director
Employment Type: Full-Time; Exempt
Based in: Knoxville, Tennessee

The Organization

Knox Heritage is a non-profit, 501(c)(3) organization whose mission is to protect Knoxville’s unique character for future generations by preserving, restoring, and transforming historically and culturally significant places. Knox Heritage owns and operates Westwood, the historic home, studio, and gallery of artist Adelia Armstrong Lutz. Programs of work include a revolving fund, education and advocacy, and protective easements for historic structures. Knox Heritage receives most of its support from member contributions, corporate sponsorships, and grants. Since our founding in 1974, Knox Heritage has built a community of advocates who want to preserve Knoxville’s distinctive character for the next generation, restore the integrity of our historic neighborhoods, and transform places in a way that fosters economic and community growth. Knox Heritage embraces an organizational culture of diversity, equity, and inclusion; ensuring that these fundamental values are reflected in our operations and activities to positively impact employees, the community we serve, and external stakeholders.

Job Description

The Executive Director of Knox Heritage is responsible for creating an atmosphere in which volunteers and staff can successfully meet the objectives of the organization’s mission. This action-oriented professional is responsible for day-to-day leadership, financial management, and growth of the organization and can cultivate and sustain a strong team-oriented culture with an emphasis on collaboration, results, and accountability. A successful Executive Director will ensure organizational financial sustainability, maintain a reputation for excellence, and identify opportunities for mission-related impact in the community.

Key Responsibilities

Strategic Leadership

Provides inspired and motivating leadership to the Board of Directors, staff and volunteers; mobilizing the varied talents and resources available to plan for and deliver growth in mission impact. This involves developing overall goals, timelines, and budgets in partnership with the Board and ensuring goals are achieved and performance meets or exceeds expectations. Metrics and key performance indicators will be utilized to consistently monitor year-over-year trends for impact and performance.

Fundraising

Leads the execution of strategic revenue plans to drive diverse and sustainable growth; consistently delivering against established revenue/expense targets. This includes ensuring that the responsibilities and accountabilities are well-defined in the functions of relationship management, cultivation, stewardship, and pipeline development.

Board Recruitment & Development

Nurtures ongoing development of an engaged and high-performing board by fostering mutual trust and respect, emphasizing shared leadership and responsibility, and providing thoughtful reflection on performance. Keeps board leadership current on all Knox Heritage communications and programs.

Public Policy and Advocacy

Positions Knox Heritage as an effective, vital, historic preservation organization. Represents Knox Heritage at all appropriate public meetings and functions and makes effective public presentations. Establishes and maintains relationships with key individuals in both the public and private sectors. Works for strong communications with local elected officials and related nonprofit organizations.

Marketing, Communications and Public Relations

Oversees the development of all promotional and communications strategies. Leads all public relations efforts and serves as the Knox Heritage spokesperson.

Real Estate Program

Continues to develop a robust real estate program including gifts of real estate, easements, and tax credit partnerships. Fosters and develops positive working relationships with property owners, developers, construction professionals, and preservationists to increase program participation.

Staff and Financial Management

Establishes administrative policies and procedures for all day-to-day functions and operations for a full-time staff of three plus contracted services. Preserves the fiscal responsibility of Knox Heritage by operating within the approved budget; maximizing resource utilization and maintaining financial records and forecast reports. Oversees submission to the board of annual and monthly statements, which accurately reflect the financial condition of the organization. Performs personnel management functions including but not limited to performance management, training, supervision, and hiring/termination.

Desired Qualifications

- At least 5 years' professional nonprofit experience, with a clear record of achievement in a complex, mission-driven organization; minimum of 2 years in a supervisory capacity preferred.
- Bachelor's degree in disciplines related to business, public administration, communications, planning, and/or historic preservation. Advanced degree in historic preservation or related field is preferred.
- Record of success in a fundraising leadership role, particularly in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- Experience with managing a preservation revolving fund and/or preservation construction projects is desired.
- Strong financial management skills including budget preparation, analysis, decision making, and reporting.
- Exceptional management skills and the ability to inspire, lead, and motivate a talented staff team; developing and sustaining an inclusive and respectful work environment through all interactions with staff.
- Ability to be a passionate spokesperson/representative of Knox Heritage's mission.
- High degree of energy, integrity, transparency, courage, and creativity.
- Proven track record of success and stability.
- Existing network in the local market preferred.

Salary and Benefits

Salary: \$72,000 to 82,000

Benefits: Knox Heritage offers a generous benefits package including medical, dental, vision, 401K with employer match, and paid leave (sick time, vacation, and holidays). The Executive Director also has the option of living in a Knox Heritage owned home rent free.

Apply:

For consideration, please email your resume and cover letter to president@knoxheritage.org with "Executive Director" in the subject line by 11/15/2021. Mr. Bill Pittman is the current President of the Knox Heritage Board of Directors.