



Project Director

Supervisor: Executive Director

Type: Full-time, exempt

Salary Range: Based on Experience

POSITION DESCRIPTION:

The Project Director is a position for the Alabama African American Civil Rights Heritage Sites Consortium. This dynamic organization supports capacity building for historic civil rights sites in the iconic cities of Montgomery, Birmingham, and Selma as well as the Black Belt. The Project Director will be responsible for community outreach and engagement including education, outreach and interpretation initiatives. The Project Director will oversee relationships with the historic sites and supervise the part-time Consultant Trainers. The Project Director shall work collaboratively with other team members to assure the highest professional quality of all program initiatives.

The Project Director shall work closely with the Executive Director to administer and expand Consortium programs to fulfill its mission. This is a full-time position working a minimum of forty (40) hours per week, some evenings and weekends required as well as in-state travel and other responsibilities as needed.

DUTIES AND RESPONSIBILITIES

- 1. Program Planning and Development:** The Project Director will oversee the initial development and planning of the program, including setting goals, defining objectives, and developing a timeline for implementation.
- 2. Budget Management:** The Project Director will be responsible for overseeing fundraising, budgeting, and financial management of the project; Ensure that the program remains within budget limitations while seeking grants and partnerships.
- 3. Coordination and Collaboration:** The Project Director will act as the primary point of contact for stakeholders, including community organizations, schools, and other partners, facilitating communication and collaboration to enhance program reach and impact. Will provide direct support to sites for grant project management support for local sites.
- 4. Oversight of Staff:** The Project Director will provide supervision for the Administrative Coordinator and trainers; Ensure that project staff roles and performance outcomes are aligned with the project's goals and outcome measures.
- 5. Monitoring and Evaluation:** The Project Director will establish assessment tools to gauge overall program effectiveness, collect feedback from participants, adjust the program as needed based on data collected and generate activity and outcome reporting.

EDUCATION AND PROFESSIONAL SKILLS AND EXPERIENCE:

- Bachelor's degree is required. Relevant Masters Degree or above preferred.
- A minimum of 5 years professional, education and/or outreach experience with non-profit cultural organizations.
- Demonstrated ability to work collaboratively with a variety of community stakeholders.
- Experience managing and supervising staff.
- Proven skills in project management.
- Ability to manage program budgets and support acquisition of resources.
- Proficient in Microsoft Office (including Excel, Word, and PowerPoint), Adobe Acrobat and Zoom.
- Strong interest in historic preservation, the Civil Rights Movement, and/or African American history.
- Knowledgeable in use of online resources for communication including website and social media.

APPLICATION REQUIREMENTS

Please submit a cover letter, resume to consortium@aaacrhsc.org.

For more information about the Alabama African American Civil Rights Heritage Sites Consortium, visit www.aacrhsc.org.

Employment contingent upon successful completion of a criminal background check.

BENEFITS

PTO (paid time off) and Federal holidays, Health benefits (medical, dental, vision).

AAACRHSC is a 501(c)(3) non-profit organization and Equal Opportunity Employer. Employment is open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.