



HISTORIC CHARLESTON FOUNDATION

Director of Advocacy

Classification: Full-Time Exempt

Reports to: President & CEO

JOB DESCRIPTION

Position Summary

The Director of Advocacy manages the advocacy and outreach initiatives of HCF as established by the strategic plan, working closely with the preservation team and the President & CEO. Advocacy initiatives include the review and analysis of development projects in the Charleston region that impact historic resources and landscapes, as well as broader land use issues related to smart growth and livability. The critical outreach component of this position entails direct communication with the development community, governmental entities, policymakers, advocacy colleagues, and the general public. Attendance at public hearings—particularly Charleston City Council, Boards of Architectural Review, Planning Commission, and zoning boards—is paramount.

Essential Job Functions

- Strong written and verbal communication and negotiation skills and the ability to speak confidently in public.
- Ability to comprehend written reports and architectural plans for proposed projects.
- Ability to plan and execute diverse projects under multiple deadlines, manage internal and external relationships, and make executive decisions in a variety of situations.
- Strong organizational skills with ability to plan and meet deadlines as well as organize committee meetings.
- Ability to make decisions relating to strategy and implementation such as determining timelines for projects, meetings to attend, and comments to submit.
- Ability to travel to attend meetings and events.

Position Duties

1. Attend public meetings and hearings to represent HCF and voice its formal position on development, land use policy, and other projects.
2. Complete data collection and research to fully understand development projects, potential preservation issues, and land use trends. Proactively monitor and identify HCF's ability to impact broader community issues, such as rural preservation, flooding, and housing accessibility.
3. Provide leadership and support to grassroots advocacy efforts.
4. Serve as main staff liaison to the Advocacy Committee, organize committee meetings and prepare agendas and minutes for the meetings.
5. Help to plan and organize public advocacy forums on pressing community topics.
6. Assist with the preparation of bi-monthly Board Reports.
7. Assist President & CEO with national advocacy and lobbying.
8. Assist Advocacy Committee and President & CEO with research assignments and special projects as required to advance strategic priorities.
9. Help develop and nurture relationships with HCF's Board members, donors, and community partners.
10. Lead in identifying and writing grants to support the advocacy initiatives of the organization.

11. Assist with after-hours programs and events as required.

Education & Experience Requirements

- An advanced degree in historic preservation, urban planning, public policy, or related field coupled with at least 5 years of professional experience.
- A strong knowledge base in historic preservation policy, design review, preservation law (including Section 106 of the National Historic Preservation Act), land use, urban policy, and community development.
- Experience and/or education in analysis of land use/development projects, writing position statements, public speaking, community engagement, and creating and managing budgets.

Time Requirements

Minimum shift requirement: Monday – Friday 8:30am – 5:00pm.

Attendance at public meetings and hearings requires significant time commitments during evening hours.

All members of the staff of Historic Charleston Foundation are called on, from time to time, to support cooperative Foundation programs that are held after normal working hours and on weekends and to assist with projects that may lie outside their primary areas of responsibility.

Work Environment

The Director of Advocacy works in an office environment and frequently travels to attend meetings and events.

The employment relationship with Historic Charleston Foundation is at-will and can be terminated by either you or the foundation at any time, for any reason. Neither this form, or any oral or written policy or procedure, nor any representation by any HCF employee, supervisor or officer can or will change the at-will nature of your employment.

Interested candidates should submit a cover letter with salary requirements and a resume to Laurie Ouellette, HR Coordinator via email to louellette@historiccharleston.org.