



HISTORIC CHARLESTON FOUNDATION

Preservation Planner

Classification: Full-Time Exempt

Reports to: Director of Preservation Advocacy

Date created/reviewed/revised: March 2024

JOB DESCRIPTION

Position Summary

The Preservation Planner is a member of the Preservation Advocacy team. The Preservation Planner works closely with the Department Head in furtherance of the mission and strategic plan of Historic Charleston Foundation with a focus on urban planning, design review, zoning, land use policy, and climate resiliency. This position is mission-focused, results-oriented, and public facing. The Preservation Planner must possess strong written and verbal communication skills, have the ability to manage and prioritize a variety of tasks and projects concurrently, demonstrate technical, analytical and strategy development skills, and cultivate the necessary community relationships to accomplish policy and project objectives.

Position Duties

1. Advance strategic priorities with a focus on urban planning, design review, zoning, land use policy, and climate resiliency advocacy initiatives for HCF.
2. Monitor the agendas of and serve as staff liaison for HCF at meetings and hearings that include the City of Charleston BAR, Planning Commission, and Board of Zoning Appeals, Charleston City Council, Charleston County Council as well as other meetings as deemed necessary by the Preservation Advocacy Director.
3. Develop and maintain the external relationships necessary to further the policy positions and objectives of HCF, including but not limited to board and commission appointees, city and county staff, community and neighborhood groups, and non-profit advocacy partners.
4. Assist the Preservation Advocacy Director on developing priorities and positions on major planning initiatives of city and county government, such as comprehensive plans, area and master plans, zoning changes, etc.
5. Prepare written and visual aids (such as massing studies and other visual representations of projects and alternatives) to assist the public in understanding complicated planning and architectural proposals.
6. Coordinate with the Marketing and Communications Department on the development and dissemination of communiques on advocacy initiatives and activities via HCF communications channels (social media platforms, newsletter, website/blog).
7. Other duties as assigned.

Essential Job Functions

- Ability to manage time effectively and plan ahead.
- Ability to work independently and with others.
- Ability to multi-task, fulfill responsibilities, and meet deadlines while maintaining a professional demeanor.
- Ability to work and communicate effectively with diverse and professional people at all experience levels, interact with the Board of Trustees and committee members, and develop external relationships.
- Ability to identify opportunities and challenges, think critically, and develop and execute strategy in furtherance of policy and advocacy objectives.
- Excellent written and oral communication skills, including the ability to speak publicly and negotiate.
- Respect for the confidential and sensitive nature of information in the office.
- Computer literate, including the ability to interpret architectural/site design plans, digital designs, GIS.
- Ability to develop content and collateral for preservation advocacy initiatives (white papers, correspondence, position statements, newsletter, social media, blogs, etc.).
- Ability to apply knowledge of architectural design, preservation standards, and urban planning principles to a range of projects, historic structures, and advocacy initiatives with a focus on new development and land use proposals within the City of Charleston and Charleston County.
- Ability to travel to public meetings, site visits, and other meetings as necessary.

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.

Education & Experience Requirements

- Bachelor's degree in historic preservation, urban planning, landscape architecture, or related field, plus 4 years of professional experience; or an advanced degree in urban planning, landscape architecture, or comparable field, plus 2 years of professional experience.
- Experience with CAD, SketchUp, and ArcGIS.

Time Requirements

Flexibility to work altered and non-traditional work schedule necessary to attend meetings and meet deadlines.

Office hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Work Environment

The Preservation Planner works in an office environment and travels frequently to off-site meetings, government offices, and other locations.

The employment relationship with Historic Charleston Foundation is at-will and may 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.