

Friends of Magnolia Cemetery

Job Title: Executive Director

Location: Magnolia Cemetery, Mobile, AL

Reports to: Board of Trustees

Position Summary:

The Executive Director (ED) of Friends of Magnolia Cemetery is responsible for leading the organization, overseeing operations, and ensuring the cemetery's maintenance, preservation, financial stability, and community engagement. The ED will work closely with the Board of Trustees to maintain the cemetery's historical integrity while promoting it as a community asset. This position requires a combination of nonprofit management, fundraising, historical preservation, and leadership skills.

Key Responsibilities:

Strategic Leadership:

- Develop and implement the cemetery's long-term strategic plan, ensuring alignment with its mission and preservation goals.
- Serve as the primary spokesperson and advocate for the cemetery, representing it to the public, government agencies, and community partners.
- Build and maintain relationships with key stakeholders, including historians, preservationists, donors, and the community.

Operations & Preservation:

- Ensure the preservation and upkeep of the cemetery's historical structures and records in compliance with preservation best practices.
- Manage all aspects of cemetery regulations, ensuring compliance with legal and environmental standards.
- Coordinate burials with family and staff.

Fundraising & Financial Management:

- Develop and implement fundraising strategies, including donor cultivation, grant writing, sponsorships, and planned giving.
- Oversee the organization's finances, including budgeting, financial reporting, and long-term financial planning to ensure the cemetery's sustainability.

Community Engagement & Programs:

- Develop educational programs, tours, events, and outreach activities to engage the public in the cemetery's history and cultural significance.
- Foster a volunteer program to engage the community in preservation efforts and cemetery activities.

Board Relations:

- Collaborate with the Board of Trustees to ensure the effective governance of the organization.
- Provide regular updates to the Board on the cemetery's operational, financial, and strategic progress.

Qualifications:

- Bachelor's degree from an accredited university.
- 3+ years of experience in nonprofit leadership, historic preservation, or a related field.

- Strong financial management skills, including budgeting and financial planning.
- Passion for history, preservation, and community engagement.
- Excellent communication and public speaking skills.
- Ability to work effectively with a diverse range of stakeholders, including board members, staff, volunteers, and the public.

Compensation:

The salary range is \$55,000 to \$70,000 annually based on education, experience and qualifications. Benefits include paid sick and vacation time and a monthly stipend for health insurance.

To Apply:

Please submit a cover letter, resume, and three references to Pratt Paterson at prattpaterson@gmail.com. This role is ideal for someone who is passionate about history and preservation, with a track record of nonprofit leadership and a deep appreciation for community heritage.