

Architectural Heritage Foundation Job Description – Communications Director

Position Overview

Architectural Heritage Foundation is a 501(c)3 non-profit real estate development firm specializing in historic preservation and adaptive reuse. Communication resources are critical to the successful execution of the company's mission. The company is run on a day-to-day basis by the President but is also governed by a Board of Directors, who monitor activity and the company's mission. The Communications Director is part of the company's executive staff, interacting directly with the Board of Directors and working closely with and reporting to the President.

The Communications Director is responsible for oversight of AHF's corporate identity, including collateral text, graphic identity and all external communication that describes the company and its projects. The Director may directly participate in the writing or creation of elements of this identity or he/she may oversee consultants or staff doing this work. The Director is responsible for ensuring the continuity of AHF's public presentation and coordinating with staff to ensure that project materials correctly describe AHF's mission and work.

The Director will also participate in corporate-level activities, including acting as the liaison to the Board of Directors, corporate strategic planning and grant writing. The Director will work closely with the President and executive level staff to track the company's growth and project pipeline. This work will require the Director to be familiar with all ongoing projects and to clearly and effectively summarize their key elements. The Director may also take on special projects as needed.

The position is full-time, salaried and includes benefits. The Communications Director will work out of AHF's Boston office, but may be required to attend events at project locations on occasion. The Director will be expected to participate in some public and business-relationship building events from time to time.

Position Duties

Communications Duties

- Public and press communications
 - Preparation of press releases related to corporate and project activities.
 - Preparation of materials for public presentation, including PowerPoint presentations, display boards and handouts. These may be project or corporate related.
 - Coordination of holiday notes and gifts to clients and partners. Selecting gifts, coordinating design of cards, maintaining mailing list, coordinating distribution.
 - Track mention of AHF and AHF's projects in the media. Maintain clippings file.
- Project related communications
 - Interface with project manager and project teams on the public presentation of AHF as part of project development and marketing. Ensuring the consistency of project marketing materials with AHF's corporate identity.
 - Writing of one-page project descriptions, in collaboration with project manager.
 - Writing of descriptive project books, in collaboration with project manager. Design and layout of project books.
 - Design of graphics to accompany project materials, e.g. maps, photos, and data tables.
 - Writing and design of miscellaneous project materials as needed.
- Mission statement and collateral text
 - Writing of collateral text (company history, description of services and activities, project descriptions, staff bios, etc.), in collaboration with staff and consultants.
 - Responsible for consistency of mission statement and collateral text in public communications, e.g., grant applications, project-related materials, etc.
 - Definition and implementation of mission criteria as a tool for corporate decision-making.

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- Graphic identity
 - Coordination with graphic designer and printer for periodic design updates and production of printed materials.
 - Coordination with graphic/web designer on the design, creation and updating of company web site.
 - Maintenance of company style manual.

Corporate Activities

- Liaison with Board of Directors
 - Correspondence with Directors regarding meetings and regular updates on company activity.
 - Assistance with planning of meetings. Writing of the meeting agenda. Preparation and distribution of printed and presentation materials for Board meetings.
 - Coordination with Board Clerk on preparation of meeting minutes and recording of Board votes.
- Corporate Business Plan
 - Writing of AHF Business Plan, in collaboration with staff, Board of Directors and consultants.
 - Participation in strategic planning sessions.
- Grant writing
 - Writing of grant proposals and applications in collaboration with project managers.
 - Scouting of grants applicable to company activities. Maintaining file of potential grant resources.

Qualifications

Minimum Bachelor's Degree. Master's Degree or other post-graduate work is expected.

Public relations or communications experience is preferred. Background in historic preservation, real estate development, or related fields is highly desirable.

Excellent written and verbal communication skills are essential. Communication is the job.

Candidate should demonstrate the ability to manage and work within a team effectively. Position requires managing staff members, as well as consultants. Candidate must also be able to manage multiple ongoing projects and also respond to short-term deadlines as they arise.

AHF is a Macintosh-based office. Candidate should have experience working on Macs or be willing to learn. Position utilizes Microsoft Office and various web-based software. Knowledge of Adobe Creative Suite is highly desirable.

Contact Information

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