



The Ridge Macon County Archaeology Project Executive Director Job Opportunity

ABOUT US

Founded in 2011, the Ridge Macon County Archaeology Project operates an Interpretive Center and archaeological dig site located on County Road 10 in rural Warrior Stand, Macon County, Alabama, located about twelve miles south of Tuskegee, Alabama.

The Interpretive Center is the first in Alabama to anchor the Federal Road as an “Alabama Fever” historical, social, and cultural landmark. The Center is situated on the paved over roadbed of the historic Federal Road on land that Yargee, son of Big Warrior, a Principal Chief of the Muscogee Creek Nation, acquired in an 1835 land patent. The Ridge Project’s mission is to foreground the complex stories of how the Federal Road facilitated human migrations to Alabama during U.S. westward expansion in the 1800s and the effects of expansion on the people of our region.

The Ridge Project presents place-based educational outreach programs, exhibits, publications, and events to visitors of all ages and backgrounds that encompass Muscogee Creek peoples and their ancestors from pre-historic times to Removal, white settlers and enslaved African Americans who migrated during the Alabama Fever land rush from the early to mid-1800s, and post-Civil War local, state, and regional evolutions up to the mid-twentieth century. Our programs and events promote critical thinking, foster social cohesion, and promote understanding of how migration and settlement have shaped the U.S. over time.

POSITION DESCRIPTION

The Ridge Project is seeking an energetic, creative individual to lead our growing rural Interpretive Center and archaeological dig site during a three-year planning, programming, and capacity building project (PPCBP). The purpose of the project is to strengthen and amplify our work to offer programs and events that open doors for local and regional visitors and program participants to learn and share stories of history, heritage, and culture that illuminate a shared and diverse U.S. heritage. The Executive Director serves as the organization’s creative and strategic leader and is responsible for executing the Ridge Project’s mission and vision.

Reporting to the Board of Directors, the Executive Director has overall strategic and operational responsibility for Ridge Project staff, programs, expansion, and day to day operations. The Executive Director is expected to develop deep knowledge of operations, core programs, and PPCBP goals, objectives, activities, and deliverables. Scope of responsibility includes:

Administrative Leadership:

- Develop and implement business, strategic, and sustainability plans to strengthen organizational capacity.
- Oversee recruiting, hiring, training, and performance evaluations of staff, consultants, and volunteers.
- Ensure compliance with human resource laws and best practices.
- Lead budget, fiscal, and accounting preparations and policies; maintain financial records and ensure compliance with legal, tax, and grant reporting requirements.
- Ensure programmatic excellence through ongoing evaluation and quality oversight in finance, fundraising, communications, and systems.

- Engage volunteers, board members, event committees, partners, and funders actively.
- Support and strengthen the Board of Directors, attending meetings and fostering board involvement in strategic direction.
- Establish effectiveness metrics and conduct organizational and staff assessments and evaluations.
- Promote a diverse, inclusive, equitable, and accessible environment for visitors and staff.

Planning & Compliance:

- Oversee planning, programming, and capacity-building project (PPCBP).
- Build and maintain partnerships with funders, community leaders, collaborators, and stakeholders.
- Serve as a local and regional presence, communicating program results to model regional replication.
- Develop coalitions and foster collaboration among staff, volunteers, residents, and stakeholders.
- Create a strategic framework to broaden Humanities impact locally, regionally, and statewide.

Fundraising & Communications:

- Develop and implement fundraising plans to secure diverse income sources including individual, corporate gifts, events, memberships, grants, and admissions.
- Enhance communications and branding to strengthen the organization's public presence.
- Use external relationships to create new opportunities.
- Plan and execute long-term capital improvements.
- Advocate with governing bodies and apply for grant funding.
- Maintain community partnerships.

Branding & Marketing:

- Maintain strong community, regional, museum, media, donor, and partner relationships.
- Serve as spokesperson for the organization.
- Oversee comprehensive marketing, branding, and communications strategies.
- Promote public engagement, interpretation, and expanded digital access.
- Lead initiatives to deepen community ties and partnerships.

Education, Interpretation & Collections:

- Develop and manage educational programs and Interpretive Center exhibits.
- Oversee museum programming, exhibits, tours, and related activities.
- Ensure proper care, inventory, and storage of collections, buildings, archaeological sites, equipment, and supplies.

Qualifications

Preferred candidate should be a dynamic, energetic, engaging, and enthusiastic leader who has a strong aptitude for public history, community relations, fundraising, strategic planning, fiscal stewardship, and a passion for cultural institutions, history, humanities, and/or museums. The successful candidate will possess superb verbal and written communication skills, be comfortable speaking in public and with the media, have a strong work ethic, be highly productive and flexible, and be able to lead groups of people to shared success in the organization.

Requirements

Bachelor's degree required in museum studies, cultural institutions, organizational management, or related humanities fields such as public history, history, archaeology, or anthropology. Master's degree preferred. Minimum of 5 years of successful experience in non-profit management within a historical or cultural setting, with documented achievements in developing and implementing strategies that foster institutional and financial growth.

Proven expertise in fundraising, marketing, fiscal management, and people management, alongside a strong track record of collaborating with elected officials and government entities to advance historic and cultural preservation. Experienced in grant writing, management, and reporting. Skilled in engaging diverse stakeholders to enhance marketing, publicity, and fundraising efforts.

Excellent written, oral, and interpersonal communication skills. Strong multidisciplinary project management capabilities. Action-oriented, entrepreneurial, adaptable, with demonstrated ability to innovate in business, strategic, and capacity-building planning. Committed to delivering quality programs and projects with data-driven evaluation.

Comfortable working in remote, rural settings. Proficient with computer software. Excellent organizational skills, attention to detail, and ability to work independently. Valid driver's license or official government identification required.

Compensation and Work Schedule

Full-time, 40 hours/week, salary, exempt, night and weekend work for events and programs with allowance for up to 8 hours of work per week to be performed remotely.

\$62,000 first year with opportunity for merit increases in years 2 and 3. work to be performed on site at the Interpretive Center.

Benefits

15 days accrued paid time off

11 paid holidays – includes New Year's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and 4 floating holidays)

Posting closes:

July 30, 2026

TO APPLY

Submit cover letter and CV or resume to the Ridge Project Board of Directors at contact@digtheridge.com

The Ridge Macon County Archaeology Project is an equal opportunity employer, committed to fostering an inclusive, diverse, and equitable workplace. We base all employment decisions on qualifications, merit, and business needs, ensuring compliance with all applicable laws regarding race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status.