

Request for Proposals (RFP) — Preservation and Sustainability Director

West Hunter Street Baptist Church | Atlanta, GA

West Hunter Street Baptist Church (WHSBC), a site of significant historical and cultural importance, is seeking proposals for a **Preservation and Sustainability Director** to manage the restoration, rehabilitation, and preservation of its historic buildings over a three-year period.

This project is funded by a grant from the **National Trust for Historic Preservation**, and all work must be completed in accordance with the **Secretary of the Interior's Standards for the Treatment of Historic Properties**.

Qualified applicants must demonstrate proven expertise in managing historic preservation projects, with particular experience in National Park Service compliance and restoration work and have a proven track record as a capital fundraiser with emphasis on managing capital fundraising campaign projects.

Scope of Work Includes:

- **Project Oversight & Compliance:**
 - Direct all preservation, restoration, and stabilization efforts for WHSBC.
 - Manage contractors, change orders, timelines, and budget oversight. ○ Applicants must ensure full compliance with ADA regulations, environmental safety, and preservation standards. Compliance with these requirements is mandatory and non-negotiable..
- **Administrative Leadership:**
 - Serve as the primary liaison between church leadership, contractors, grant funders, and preservation authorities. ○ Maintain all documentation, including permits, financial reports, and project records.
 - Utilize project management tools to track deliverables and performance.
 - Plan, implement, and coordinate capital fundraising campaigns related to preservation efforts.
- **Community Engagement:**
 - Develop community programs that enhance public access and align with WHSBC's mission.
 - Cultivate partnerships with historical organizations and funding agencies. ○ Design initiatives that prioritize inclusivity and accessibility for all members of the community.

Qualifications:

- Demonstrated success managing preservation or restoration projects.
- Expertise in historic preservation, ADA compliance, and environmental safety practices.
- Strong capital project fundraising campaign performance.

- Strong administrative, project management, and stakeholder coordination skills.
- Commitment to community-based and mission-aligned preservation strategies.

Proposal Requirements:

- A Cover letter summarizing interest and alignment with WHSBC's mission
- A budget & timeline framework for how they would approach the three-year project
- A team overview
- Understanding
- Similar Projects
- References

Proposal Deadline: October 15, 2025

To request additional information, please contact:

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