



Preservation Austin Executive Director

A competitive nationwide search is underway for an Executive Director of Preservation Austin in Austin, Texas. The job description is below. The position is open until filled.

Position: Executive Director

Organization: Preservation Austin (PA) is Austin's leading nonprofit organization for historic preservation. PA was founded in 1953, comprises more than 700 members, and has an annual operating budget of approximately \$275,000.

Mission: Preservation Austin promotes the city's diverse cultural heritage through the preservation of historic places.

Accountability: The Executive Director reports to and is directly accountable to the Board of Directors, which includes 7 Officers, 14 Directors at Large, and 4 Voting Representatives.

Job Description: The Executive Director is responsible for the professional management of PA and will foster the organization's role as the Austin's leading advocate for the preservation of historic places. The Executive Director, working with the Board of Directors and volunteers, will move the organization forward in the continued development and implementation of goals that reflect PA's mission and business plan. The Executive Director provides overall leadership for strategic plan implementation, organizational development, financial oversight and operations, fundraising, event and volunteer management, advocacy, educational programs, and marketing and communications.

Hours: Full time

Salary: Commensurate with experience

Benefits: Medical, dental, personal, sick, holiday leave in accordance with PA policies

Staff: The Executive Director will oversee one full-time staff member who currently serves as the Program Manager.

Bonus Perks: The Executive Director will work alongside passionate and dedicated preservationists and community advocates. Will frequently interact with top talent from the fields of architecture, design, development, real estate & other key stakeholder groups to save important properties that are precious to Austin.



Responsibilities:

Board Development

- Works closely with the PA Executive Committee to recruit, train and maintain a strong, balanced Board of Directors and committees.
- Promotes the Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, membership development and overall organizational wellness.
- Serves as the primary staff person for the Board of Directors and the Executive Committee and is responsible for overseeing staffing of all other committees.

Fiscal Management

- Ensures that PA is fiscally sound and works with staff and Board of Directors to prepare PA budgets. Establishes rigorous accountability standards for grants and budget tracking.
- Directs financial activities and makes decisions based on plans and policies developed in concert with the Board of Directors.
- Responsible for all bookkeeping, accounting and financial activities
- Obtains contributions, contracts, grants, and in-kind donations to support PA projects and services.
- Presents annual budget, quarterly financial reports for Board of Directors.
- Assures PA compliance accountability to Board of Directors, members and regulatory bodies.
- Engages with Treasurer and Board of Directors in financial planning, diversification, accounting, banking and an annual audit.

Program Planning

- Gains consensus for goals and objectives and obtains the Board of Directors' assistance implementing these goals and objectives; provides leadership in choosing which tasks to undertake to achieve the goals and objectives and assigns priorities to those tasks.
- Supervises the Program Manager, who leads PA's historic preservation initiatives including the Local Historic District Workgroup and Realtor Training.
- Leads PA's outreach in culturally diverse communities.

Operations and Administration

- Together with the PA Board, ensures management and leadership of the PA in a manner consistent with best practices in nonprofit management.
- Oversees the daily business and administrative functions of PA, including processing financial transactions and managing the membership database.



Fundraising, Membership Development and Volunteer Management

- Sustains and grows a diverse funding base. Emphasis will be on corporate and foundation giving, growing the membership base and individual donor base.
- Raises the visibility of the organization through the continued development and implementation of a signature events geared to its various constituencies as well as the public.
- Oversees the recruiting, training, and supervising skilled volunteers to serve on committees or implement large public events, such as the Annual Homes Tour.
- Develops and implements educational and membership programs including neighborhood walking tours, educational lectures and semi-annual social events, such as Waterloo Society events.
- Implements creative strategies to increase membership and expand public awareness of the PA's work and organization value.

Public Policy and Advocacy

- Positions Preservation Austin as an effective, vital, historic preservation organization. Represents PA at all appropriate public functions and makes effective public presentations.
- Establishes and maintains contacts with key individuals in both the public and private sectors. Works for strong communication with local elected officials.
- Ensures the representation of PA's concerns to local, state, and federal policy makers, task forces, advisory committees, planners and funding bodies.
- Assures professional relationships with individuals and organizations, which share a stake in historic preservation in Austin.

Marketing, Communications and Public Relations

- Develops all promotional and communications strategies; including member newsletters, PA website, social media, and all event marketing materials.
- Leads all public relations efforts and serves as spokesperson for radio, television and print media.

Human Resources Management

- Recruits, manages, inspires, motivates and empowers a strong staff
- Prepares for the anticipated growth of the organization: develops and implements appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance management for all staff.
- Oversees an appropriate organizational structure and ensures that the programmatic objectives are supported internally: facilities, technology, finances, communication, and functional needs.



- Supports inclusive annual strategic planning process and ensures planning decisions are used in setting annual program/project goals.
- Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

Major Qualifications:

Education and/or Experience:

- Bachelor's degree from four-year college or university, with major work in field related to business, public administration, planning, historic preservation preferred.
- Experience in nonprofit management, public relations, public administration, business, organizational development, and/or team oriented work. Nonprofit leadership experience is strongly preferred.
- Advanced administrative and computer skills.

The ideal candidate will have:

- Significant and proven leadership skills developed through several years in senior management positions. Excellent organizational development, interpersonal, marketing, communication, administrative, and personnel management skills are essential.
- Experience with small and/or municipal nonprofit organizations; knowledge of historic preservation practice and policies is a plus; Other relevant experience includes cultural and arts organizations, public administration, public relations, planning, real estate, conservation, business, and/or law.
- An affinity for working with a culturally and politically diverse community; multi-cultural sensitivity; being equally comfortable working with members of the highest and lowest income neighborhoods as well as with people that represent liberal and conservative viewpoints. Has a realistic appreciation for life in Austin, Texas, where the citizens are highly engaged.
- Ability to move seamlessly within historic preservation, business, government and neighborhood associations.
- Is visionary, trustworthy, diplomatic, understanding and innovative with high energy level.
- Experience managing a tight budget.
- Experience in planning high-quality events, which includes managing volunteers.
- Ability to build collaborative ventures with diverse constituents.
- Passion for the mission of Preservation Austin.
- Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors.



- Excellent communication skills, both written and oral; strong presentation skills.
- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Ability to raise the visibility of the organization through successful marketing including expansion of the membership base.
- Excellent analytical skills.
- Experience working with and developing an effective Board of Directors.
- Political savvy.

How To Apply

Materials to be sent by deadline by Executive Director Candidates:

- Personal Resume
- Answers to the following questions (limited to 250 words each):
 - Describe your experience working with nonprofit organizations as a staff member and/or volunteer.
 - Describe your experience with event planning and coordination.
 - Describe your experience with fundraising and/or grant writing.
 - Describe your experience and/or desire to work in the field of historic preservation.
 - Describe your experience working with diverse communities.
- Three Personal References
- Three Work References
- One brief (1 to 4 pages) sample of your writing (a grant application, an article, etc.)

Please send materials electronically to: preservationaustinresumes@gmail.com

APPLICATION DEADLINE: April 15, 2019