Preservation Utah

Leadership Opportunity: Executive Director

People Preserving Places.

375 N CanyonRoad, SaltLakeCity, UT 84103 (801) 533-0858 preservationutah.org

Preservation Utah

About Us:

Preservation Utah, formerly the Utah Heritage Foundation, is the oldest statewide nonprofit preservation organization in the West and is based in Salt Lake City, Utah. As a 501(c)(3) nonprofit organization established in 1966, Preservation Utah works to preserve, protect, and promote Utah's historic built environment through proactive preservation strategies. This includes public education and outreach, tours, a Revolving Loan Fund program, technical assistance, and statewide advocacy.

Preservation Utah also manages Memorial House in Memory Grove, a premiere historic event space, primarily targeting Weddings and Family Celebrations, with 40-60 events annually. Proceeds from Memorial House go toward Preservation Utah's operational budget. Preservation Utah's offices are located in Memorial House.

The organization has:

- An energetic and engaged Board of Trustees
- Committees and tour docents composed of more than 30 volunteers
- Five full-time staff members (including the Executive Director), two part-time staff, plus interns
- Secure financial position and multiple successful programs. Review our annual report
- For more information please consult our webpage



People Preserving Places.

Preservation Utah is a nonprofit that champions the protection, restoration, and celebration of our state's historic architecture and places. Through advocacy, education, and collaboration, we inspire and empower individuals, organizations, and communities to sustain Utah's heritage.

Job Opportunity: Executive Director

Preservation Utah seeks an Executive Director to serve as the chief executive and operating officer of the organization, with overall responsibility for organizational strategy and planning, programming and advocacy, fund development, administration, and staff management. The Executive Director reports to the Board of Trustees and works closely with staff, the board, and volunteers to develop and execute annual objectives, strategies, and goals.

For the next Executive Director of Preservation Utah, the board seeks the following leadership qualities:

Ability to develop and articulate an organizational vision. Preservation Utah has an active board and committees that look forward to supporting an individual who wants to strategically lead the organization's growth.

A strong collaborative approach to work. For 60 years, Preservation Utah has led statewide efforts to preserve Utah's historic built environment. We require an Executive Director who can collaborate with staff, volunteers, and other organizations (grassroots/established) to achieve goals.

Enthusiasm to further develop one's toolkit. Proven leadership/development skills are more critical in this role than experience in historic preservation. The Preservation Utah board recognizes the value of having staff with a range of expertise and wants to ensure its Executive Director is eager to fill knowledge gaps and learn next- and best-practice approaches as nonprofit management and preservation strategies evolve.



PreservationUtah.org

Questions and applications:
Search@preservationutah.org

Job Opportunity:
Executive Director

Responsibilities:

Fundraising & Development
Directs development annual goals and manages staff and volunteers to implement annual fundraising plans.

Recruits and maintains corporate, foundation, and individual donor relationships.

Designs and scales membership program.

Seeks and manages grants and contracts.

Financial Management
Prepares and manages the annual budget and operates within approved budget parameters.

Reporting to the Board of Trustees, ensures high-quality financial management, maintaining internal controls, and ensuring that the organization follows all financial policies.

Programs & Advocacy
With staff and committees, develops and implements long-range and annual programs.

Formulates positions on preservation issues important to Utah's diverse communities in collaboration with community organizations. Evaluate and respond to preservation issues.

Serves as an articulate, effective spokesperson for the organization and the lead public advocate for preserving Utah's historic built environment and places. Organize strong advocacy for local, state, or national preservation efforts and legislation.

Communications & Outreach
Represent Preservation Utah in various public settings, including industry associations and conferences, public relations, fundraising, governmental affairs, and the media.

Manages staff creation of digital marketing & brand development to tell Preservation Utah's story, communicate the organization's value proposition, and reach new sources of support statewide.

Keeps members and the community engaged and informed of Preservation Utah's activities by ensuring timely communications via email, website, and social media.

Serves as primary Preservation Utah representative to media and elected officials.

Job Opportunity:
Executive Director

Responsibilities continued:

Executive

Recruits, hires, and manages all Preservation Utah staff. This includes nonprofit staff, Memorial House Event staff, and consultants.

Responsible for supervising event outcomes, including the management of Memorial House staff.

Manages staff and board in preparing and implementing Preservation Utah's forthcoming Strategic Plan and Annual Plan.

Builds alliances and cultivates partnerships with local, state, and national preservation-related organizations and agencies.

Assists the board in recruiting, recognizing, orienting, and evaluating Board of Trustees members.

Provides support to the Board of Trustees, Executive Committee, Advocacy Committee, Historic Properties Committee, Volunteer Council, and other committees as identified.



Job Opportunity:
Executive Director

Qualifications:

The ideal candidate will be able to:

- Develop and execute a vision for Preservation Utah
- Build and strengthen community relationships
- Seek innovative ways to increase organizational relevance, partnerships, and funding
- Be a collaborative and confident leader

REQUIRED:

At least five years of management experience

Proven track record in fundraising and organizational development with a non-profit or other institution

Excellent interpersonal, communication, leadership, and administrative skills

Undergraduate degree

Proficiency in community relations, program development/execution, and financial management

PREFERRED:

Track record with governance and board relations

Basic understanding of marketing, lending, preservation, development, and property management.

Comprehension of local, state and national politics and ability to work effectively in the political arena.

An advanced degree in a related field - public administration, communications, historic preservation, public history, urban planning, archaeology, architecture, etc.

SALARY AND BENEFITS:

Base Salary Range:$85-$105k (Compensation commensurate with experience). Annual bonus may be available for excellent performance.

Preservation Utah pays 100% of an employee's premium for medical insurance and dental Insurance

A SIMPLE IRA with a 3% match

Preservation Utah's board is open to exploring benefits that would be useful and would support our staff as a part of the strategic planning process.

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Job Opportunity:
Executive Director

Materials to Submit:

Please submit resume, list of three professional references, and a cover letter of no more than three pages. We will not contact references without notifying you.

Serious candidates should send materials to **search@preservationutah.org**. Questions may also be addressed to that email.

Applications will be reviewed on a rolling basis. The position is open until filled. Please submit materials as soon as possible.

Thank you for considering Preservation Utah. We look forward to hearing from you!



All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Preservation Utah is committed to creating, supporting, and sustaining a diverse, inclusive, and equitable work environment that empowers all staff members to grow and to be active within decision-making spaces. Preservation Utah does not discriminate based on gender, gender expression, sexual identity, sexual orientation, race, class, color, age, ethnicity, first language, religion or belief, or family, marital, parental, military, or veteran status in any aspect of employment, including recruitment, hiring, promotion, discipline, termination, wages, benefits, training, and professional development.

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