



Preservation  
**Utah**

# Leadership Opportunity: Executive Director



# 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, school programs, a 20-year old Revolving Loan Fund program, technical assistance, statewide advocacy, and managing the historic Memorial House.

Preservation Utah's offices are located in historic Memorial House, inside Salt Lake City's Memory Grove Park. Alongside our offices, Memorial House operates as a premier event venue, primarily targeting Weddings and Family Celebrations, with between 40-60 events annually. Proceeds from Memorial House go toward Preservation Utah's operational budget.

The organization has:

- An energetic board
- 6+ active committees comprised of more than 30 volunteers
- 4 full time staff members (including Executive Director), 5+ part time staff, 1-2 interns
- \$1 million+ in assets



# People Preserving Places.

**Mission:** Preservation Utah's mission is to keep the past alive, not only for preservation, but to inspire and provoke a more creative present and sustainable future.



# 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, planning, and development, fundraising, administration, and management of staff. The Executive Director reports to the Board of Trustees and works closely with the staff, board, and its sub-committees in developing and executing 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, who look forward to supporting an individual who wants to strategically lead the organization's growth for the next 5-10+ years.
- A strong collaborative approach to work. For over 50-years Preservation Utah has led statewide efforts to preserve Utah's historic built environment and the organization sees value in an Executive Director being capable of collaborating 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 merit of having staff with a range of expertise and wants to ensure its Executive Director is eager to fill knowledge gaps and learn next/best practices as nonprofit management and preservation strategies evolve.



Photo by Brandon Cruz

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# Job Opportunity: Executive Director

## Responsibilities:

### Programs & Advocacy (30%)

- With staff and committees, develops and ensures implementation of long range and annual programs.
- Formulate positions on preservation issues of importance to the diverse communities of Utah in collaboration with community organizations. Evaluate and respond to preservation issues.
- Serve as a strong advocate for local, state, or national preservation efforts and legislation.
- Responsible for supervising event production and outcomes, including the management of Memorial House staff.

### Fundraising & Development (30%)

- Directs development objectives and manages staff to implement annual and long-term fundraising plans.
- Recruits and maintains corporate, foundation, and individual donor relationships.
- Designs and scales membership program
- Grant development and management

### Communications & Outreach (20%)

- Serve as an articulate and effective spokesperson for the organization and as the lead public advocate for preserving Utah's historic built environment, landscapes, and places.
- Represent Preservation Utah in various public settings, including industry associations and conferences, public relations, fundraising, governmental affairs, and the media.
- Manage 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
- Keep members and the community engaged and informed of Preservation Utah's activities by ensuring timely communications via email, website, and social media.

### Financial Management (10%)

- Prepares and manages annual budget in consultation with staff and Finance Committee to ensure Preservation Utah operates within approved budget parameters.
- Ensures high quality financial management, presenting accountant's financial reports to board and Finance Committee, maintaining internal controls, and ensuring that organization follows all financial policies established by Board of Trustees.

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# Job Opportunity: Executive Director

## Responsibilities continued:

### Executive (10%)

- Recruits, hires, and manages all Preservation Utah staff. This includes nonprofit staff and Memorial House Event staff and consultants. Current staff positions include Preservation Programs Director, Program Director, Public Outreach Director and Memorial House Manager.
- 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.
- Serves as primary Preservation Utah representative to media and elected officials.
- Assists board in recruiting, recognizing, orienting, and evaluating Board of Trustees.
- Provides support to the Board of Trustees, Executive Committee, Finance Committee, Advocacy Committee, Historic Properties Committee, Volunteer Board and Salt Lake Modern Committee.



Photo by Jennie Munson

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# 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 relevancy, 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. Excellent interpersonal, communication, leadership, and administrative skills. Established proficiency in community relations, program development/execution, and financial management.

**PREFERRED:** Basic understanding of marketing, historic preservation, community development, and property management. Comprehension of local, state and national political systems 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: \$70-\$90k

Compensation commensurate with experience. Performance-based incentives and commissions are included in the Executive Director's contract in addition to base salary; incentives are based on Preservation Utah's fundraising goals.

Preservation Utah pays 100% of employee's premium for medical and dental insurance, offers a Simple IRA with a 3% match, and a continuing education budget. 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.

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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# Job Opportunity: Executive Director

## Application Process:

Applications will be reviewed the first week of every month by the hiring committee and interviews will be done on a rolling basis.

### Materials to Submit:

- Resume, list of three references, and in lieu of a traditional cover letter we would like to request a two minute video introducing yourself and sharing why you are excited about this role.

Interested applicants must email all materials by May 1, 2023. Preservation Utah intends to onboard the new Executive Director by July 15, 2023.

Please submit application materials to [director@preservationutah.org](mailto:director@preservationutah.org)

If you have any questions regarding the position or the application process email Kristian Kallaker at [director@preservationutah.org](mailto:director@preservationutah.org).



Photo by Liz Joerger

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