



HKC Executive Director Job Description

- ❖ The position is full-time with the opportunity to work from home. Relocation to the Kansas City, Missouri area is required.
- ❖ The salary range is \$80-100,000 USD a year.
- ❖ The deadline for applying is Monday, November 18, 2024.

Historic Kansas City Foundation is a nonprofit organization dedicated to the preservation of greater Kansas City's heritage, neighborhoods, and historic built environment. Our goals are:

- to demonstrate the economic and cultural value of preserving the built environment;
- to preserve endangered buildings of historical, cultural, or architectural significance;
- to promote the continued use of older buildings through conservation, restoration or adaptive reuse in a manner that maintains the integrity of the building's design and materials;
- to encourage stabilization and conservation of older neighborhoods;
- to educate the public about the historical, architectural, and cultural heritage of Kansas City's built environment; and
- to provide opportunities for the public to be actively involved in historic preservation.

Job Description and Responsibilities:

This is an entrepreneurial position where the Executive Director plays a leading role, working closely with the Board in developing, articulating, and implementing the strategic direction of HKC while also serving as HKC's key liaison with the community. The Executive Director responsibilities include:

- Report to and work closely with the Board of Directors;
- Lead the Board in developing programs, organizational and financial plans for HKC, and implement those plans in accordance with HKC policies;
- Manage HKC website content and social media;
- Advocate publicly for preservation in Kansas City metropolitan area and serve as a spokesperson for HKC, including serving as chief liaison with city, county and state officials and the public; and
- Manage the development of the annual budget and monitor compliance throughout the year.

Job Qualifications:

- Desired Education: Master's Degree in Historic Preservation or Equivalent Experience
- Demonstrated ability to think strategically and implement ideas
- Proven ability to successfully manage change and to motivate an organization and community to embrace it
- Demonstrated knowledge, leadership, advocacy, and management skills, with previous experience in historic preservation and neighborhood grassroots preservation efforts
- Knowledge of and a commitment to restoration, architectural history, preservation principles and techniques, conservation, and an understanding of their relevance to current local development patterns
- Demonstrated ability to create and implement an effective political and communication network for HKC's advocacy
- Proven successful fundraising and marketing experience
- Demonstrated ability as a spokesperson for an organization that has gained attention and respect through effective public speaking and written communication
- Administrative experience and budget management and oversight
- Ability to think creatively while working within an organizational framework
- A sense of humor

Job benefits: Job benefits are negotiable.

How to Apply:

Applicants for the position should submit a statement of interest describing how the applicant meets or exceeds the above qualifications along with a resume to:

- Contact Person: Mary Jo Draper, Vice-President, Historic Kansas City
- Application Email: vicepresident@historickansascity.org