



An invitation to apply for the position of  
**Executive Director of Preservation Massachusetts, Inc.**

### **The Opportunity**

The Preservation Massachusetts (PM) Board of Directors seeks a dynamic, experienced, and visionary leader to serve as the organization's next executive director.

The successful candidate will work with the Board of Directors and staff to advance PM's mission of preservation education and advocacy and to strengthen statewide and regional partnerships. This work will include collaborating with the Board on a strategic plan, strengthening the membership base and increasing financial support, and advancing the organization's programmatic priorities. The next executive director will be a vigorous and compelling champion for PM, setting a strategic path forward and advocating on behalf of the organization, continuing to raise its profile in the preservation community.

PM is a private, statewide, non-profit historic preservation education and advocacy organization dedicated to preserving the Commonwealth's historic and cultural heritage. We work with individuals, organizations, municipalities, and businesses striving to revitalize their communities, historic buildings, and landscapes through historic preservation. These efforts make a real economic impact across Massachusetts, creating jobs and investing in our historic and cultural resources to enhance our collective quality of life.

PM is committed to hiring an experienced non-profit professional with the ability to lead, unite, and inspire.

### **Staff, Board, and Governance**

PM is governed by a 21-member volunteer Board of Directors. Board members serve at will, with no defined term limit. The Board works with the executive director to formulate and approve the organization's annual budget and all major policies. In addition, PM maintains a core staff of part-time professionals: the Director Emeritus; two circuit riders; an event planner; and an administrative coordinator. PM also has strategic contractual arrangements with an accountant, bookkeeper, and pro-bono legal counsel.

### **Finances**

PM seeks to explore creative, sustainable ways to increase revenue. Currently, the majority of fundraising hinges on the success of PM's annual awards event. Income from the organization's annual year-end appeal and membership dues have remained steady. Efforts to cultivate planned giving and major gifts are in the very early stages, and there is support among Board members to broaden PM's fundraising and development effort to include more long-term and consistent benefits for donors.

### **Role of the Executive Director**

PM's executive director serves as the organization's primary advocate, spokesperson, and agent. Internally, they hire and oversee staff, allocate resources, manage the operational budget, establish programmatic priorities, and maintain strategic direction set by the Board. Externally, they lead legislative advocacy initiatives, fundraising

efforts with substantial support from Board members, partnership development, and cultivation of PM's public identity. The executive director should maintain an atmosphere of respect, inclusion, equity, and collaboration.

### **Qualifications**

The successful candidate will be the public face of PM and must possess:

- Deep knowledge of historic preservation and non-profit administration. A sustained commitment to PM's dual mission of education and advocacy, and enthusiasm for its role in the world of historic preservation.
- Record of successfully leading and managing a broad-ranged cultural institution, including setting organizational goals, assessing and managing program effectiveness, overseeing financial operations, and managing board dynamics and staff responsibilities.
- Ability to develop a unified vision for the organization that is compelling, streamlined, and sustainable.
- Proven fundraising experience. Knowledge of annual and planned giving, membership, and capital campaigns. Professional networks and relationships that could potentially expand PM's outreach efforts.
- Ability to work with a wide range of constituents, from individual homeowners to volunteers, business associates, elected officials, legislators, and agency representatives.
- Excellent oral and written communication and presentation skills. Proven ability to inspire, motivate, effectively collaborate with, and develop staff, Board members, and a dedicated community of supporters.
- Professional decorum with a collaborative spirit for working with a variety of partners in Massachusetts and beyond.
- Proven operational and administrative leadership skills, including excellent decision-making, organizational, communication, and mentoring abilities.
- Ability to assess staffing needs and hire professionals with necessary skills to complement existing team.
- Personal integrity, resilience, and ingenuity. Demonstrated awareness and understanding of diversity, with an inclusive approach to connecting with diverse populations of constituents, supporters, and staff.
- Ability and willingness to travel within Massachusetts and beyond as necessary. Must have own transportation.
- An advanced degree in historic preservation or related field is preferred.

### **Compensation**

The salary range for this position is \$110,000- \$135,000.

### **Commitment to Equity, Diversity, and Inclusion**

PM maintains an unwavering commitment to diversity with the goal of each employee having a full sense of belonging within the organization. PM does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, veteran status, or any other basis prohibited by Massachusetts and/or federal nondiscrimination laws.

### **Applications and Nominations**

Confidential applications (resumes with cover letters) and referrals should be sent to the search committee at: [search@preservationmass.org](mailto:search@preservationmass.org) by October 1, 2023.

Questions may also be directed to Board Chair Mary Thompson ([mary.a.thompson@bofa.com](mailto:mary.a.thompson@bofa.com)) or Board member James McDermott ([james.mcdermott@hklaw.com](mailto:james.mcdermott@hklaw.com)).