

Preserve Rhode Island - Job Description

Title: Director of Preservation

Summary: The Director of Preservation oversees the preservation of and capital improvements to Preserve RI's properties; plans and manages Revolving Fund projects; oversees the Community Preservation Response (CPR) Program, Easement Program, preservation grants and other preservation programs; and assists the Executive Director with preservation-related programs and initiatives. The Director of Preservation reports to the Executive Director and supervises the Property Manager.

Primary Responsibilities

Preserve RI Properties

- Oversees capital projects at Preserve RI's properties, including developing plans, budgets, work scopes and contractor bid packages, and overseeing contractors.
- Assists the Property Manager on Preserve RI property-related items such as:
 - Updating/conducting annual maintenance plans and budgeting for property projects.
 - Drafting and negotiating lease agreements and rental rates.
 - Maintaining vendor relationships and securing new vendors when necessary.
 - Minor hands-on projects as needed.
 - Serving as a backup emergency contact and assisting with responsibilities during Property Manager vacation and/or sick days.

Preserve RI Programs

Revolving Fund

- Develops budgets, work scopes, contractor bid packages, and contracts for all Revolving Fund projects.
- Oversees construction and paperwork during Revolving Fund projects, including architect and contractor meetings, budget management, processing invoices, reviewing and approving change orders, and troubleshooting unexpected issues.

Community Preservation Response (CPR)

- Manages and delegates responses to requests from the public for preservation assistance.
- Conducts site visits, writes letters of support, and provides technical assistance literature, contractor suggestions and materials.

Preservation Easements

- Serves as the main point of contact for easement inquiries and cultivates relationships with prospective easement donors.
- Develops an understanding of the significance and conditions of prospective easement properties.

- Develops easement drafts; negotiates terms with easement grantors.
- Develops, or oversees the development of, baseline documentation.
- Oversees annual monitoring and project review for held easements.

Matching Grant Program

- Manages the annual bricks-and-mortar grant program for nonprofit organizations.
- Works with the Preservation Coordinator on developing the grant schedule, deadlines, and administration.
- Reviews grant applications; conducts site visits.
- Ranks applications; makes final grant recommendations.

Other Duties:

- Oversees PRI's Stewardship Services Program.
- Provides preservation assistance for Preserve RI's grant making.
- Reviews and updates annual budget for Preserve RI's properties and preservation programs.
- Collaborates with and assists the Executive Director and Preservation Coordinator with management of special Preserve RI programs as needed.
- Staffs Preserve RI Board of Trustees committees for projects as needed.
- Collaborates and networks with local, state and regional partners.
- Provides copy and materials for Preserve RI communications including monthly e-newsletters, website, and social media.
- Prepares annual work plans.

Required Qualifications and Skills:

- MA in historic preservation or related field.
- 5+ years' work experience in historic preservation or related field.
- Strong computer skills and proficiency in Microsoft Outlook and Office programs.
- Proven ability in written and verbal communications.
- Proven knowledge of historic building technology and experience planning and executing capital projects.
- Proven writing experience with a focus on preservation practice and architectural history.
- Ability to plan, execute and manage multiple concurrent projects with general guidance.
- High degree of initiative; maturity of judgment.
- Excellent organizational, time management, and people skills; desire and ability to work as part of a team.
- Must have valid driver's license.

Preferred Qualifications:

- Experience working with small, membership-based, nonprofit organizations.
- Experience with and understanding of preservation easements.
- Experience with grant writing and administration.
- Experience working with and knowledge of Rhode Island's historic resources.