



Position Announcement.

Preservation Programs Director

Organization:	Preservation Utah (previously known as Utah Heritage Foundation)
Location:	Salt Lake City
Status:	Full-time, Exempt
Starting Salary:	\$40,000-\$50,000
Benefits:	Health insurance (Medical, Dental, Vision); Paid Leave (Annual Leave, Medical Leave, Holidays); Access to Cafeteria Plan; Access to 401k Retirement Plan with 3% cash match (after one year of employment); Life Insurance; Ongoing professional development
Opening Date:	May 17, 2017
Closing Date:	Open until filled

Preservation Utah invites resume submissions for the open position of Preservation Programs Director. Founded in 1966 as Utah Heritage Foundation, our non-profit mission is to keep history alive, not only for preservation, but to provoke and inspire a more creative present and sustainable future. Preservation Utah is an organization of seven employees and was recognized with a National Honor Award for Organizational Excellence in 2016 by the National Trust for Historic Preservation. This position will report to the Executive Director.

Requirements of the ideal candidate include excellent writing, speaking, organization, negotiation, and technology skills; the ability to meet multiple, overlapping deadlines; and, a strong working knowledge of historic architecture, historic preservation rehabilitation techniques, and/or preservation policies at the local, state, and national levels. Required education is an undergraduate degree in a related field. The character of applicants must be professional, energetic, organized, patient, self-motivated, and have skills to connect

People
Preserving
Places.

with and manage people of diverse backgrounds. Desired qualifications include fluency in Spanish and high comfort level in public speaking and working with groups of any size. Desired education includes an advanced degree or professional certification in planning, historic preservation, law, or other related fields. This position requires a commitment to working occasional evening and weekend hours.

Preservation Utah is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Preservation Utah is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Preservation Utah encourages applicants of all ages.

Responsibilities

Serving as the lead preservation advocate within Salt Lake County. Managing and growing the Historic Properties Program that includes the revolving loan fund and preservation easement program. In collaboration with staff, prepare grant applications and participate in donor relations when applicable to this position's responsibilities.

Preservation Advocacy

- Work with the Executive Director, Board of Trustees, collaborative community organizations and municipalities, and individuals to develop positions on critical preservation issues. Serve as strong advocate in lobbying for local, state and/or national legislation.
- Provide written and oral testimony as needed and intervention on critical preservation issues.
- Provide information and opinions on critical preservation issues to Board of Trustees, committees, and members.

- Utilize social media and the press for updates on immediate issues that are topical and deserve our opinions. Serve as public spokesperson for the organization.
- Use ad-hoc committees to assist on complex intervention issues.
- Respond in field and on phone to specific inquiries about preservation issues statewide, coordinating response closely with SHPO, municipalities, and elected officials.
- Conduct regular field visits around Salt Lake County in order to be proactive on preservation issues, increase Preservation Utah's visibility, and stay informed about emerging issues statewide.

Historic Properties Program

- Staff and manage the Historic Properties Committee and its monthly meetings.
- Serve as staff lead for community education through building the Property Owner's Guide as a public resource and hosting building rehabilitation workshops.
- Serve as staff lead to manage and administer the Preservation Easement program that protects 125 historic places statewide. Manage the easement program according to national standards and organization policies including easement donations, annual inspections, regular communications with and education for property owners, and working to avoid legal issues and easement violations.
- Serve as staff lead to manage and administer the Revolving Fund Loan Program including marketing, solicitation/acceptance/approval process for loan applications, rehabilitation work inspections, loan servicing, and building collaborative partnerships.
- Serve as project manager to coordinate all activities at the Preservation at Work Project House.

To Apply

E-mail a cover letter, resume and writing sample of a minimum of 500 words to kirk@preservationutah.org. Interviews will be scheduled on an as-needed basis for qualified applicants and will occur at the Preservation Utah office in Salt Lake City. References will be requested from qualified applicants after initial screening and/or an interview. Questions can be directed to Kirk Huffaker, Executive Director, at kirk@preservationutah.org or (801) 533-0858 ext. 105.