



Preservation Programs Manager Job Description

Applications due March 15, 2016. Email to peggym@RestoreOregon.org

Hours: Full time, exempt
Reports to: Executive Director
Location: Restore Oregon office

Restore Oregon is a statewide 501(c)(3) non-profit whose mission is to preserve, reuse, and pass forward Oregon's historic resources to ensure livable, sustainable communities. We expect all employees to display creativity, professionalism, warmth, respect, flexibility, and integrity in all aspects of the organization and its activities.

Role:

Manage Restore Oregon's statewide advocacy and education programs; provide leadership on preservation-related regulatory policy, legal, and legislative issues throughout the state; build strong relationships with regional constituents; identify and support opportunities to make the organization economically sustainable; manage programs staff.

Education & background requirements:

- Must meet Secretary of Interior's Professional Qualification Standards (36 CFR Part 61).
- Minimum two years' experience working with the public providing technical assistance and a demonstrated proficiency in all facets of preservation including historic designation, Section 106, financial incentives, conservation easements, review and regulatory processes.
- Demonstrated understanding of state and local land use policies and regulations pertaining to preservation.

Responsibilities: include, but are not limited to:

Education:

- Develop and implement an annual Programs Plan to include curriculum, delivery (in person and "virtual"), tools, budget and schedule.
- Provide technical assistance on preservation approaches, policies, planning, regulations, and financial incentives.
- Contribute to Restore Oregon Field Notes Newsletter and educational content on the Restore Oregon website and social media.

Advocacy & Policy

- Direct the Oregon Most Endangered Places program.
- Track, interpret, and advance public policies, land use and planning issues, and legislative campaigns pertinent to historic preservation at the local and state levels.
- Function as lead staff for Restore Oregon Advocacy Committee, Preservation Roundtable, and Heritage Barn Taskforce.
- Maintain a working knowledge of current preservation issues and a network of local preservation advocates across the state.
- Represent Restore Oregon to communities across Oregon and advocate for preservation on behalf of the organization.

General Organizational Welfare

- Program oversight: Compile and provide reports, minutes, and agendas. Manage to budget and adhere to Policies and Procedures. Manage special projects as requested.
- Participate in Board of Directors, Executive Committee, and other committee meetings.
- Support fundraising by promoting R.O. membership; identifying potential donors; and capturing information in the database. .
- Support Restore Oregon Executive Director and achievement of the overall goals of the organization.

Skills required:

- Positive, entrepreneurial spirit and contagious enthusiasm for historic preservation.
- Exceptional verbal and written communication skills including public speaking before elected officials
- Ability to work in a self-directed environment using strong organizational, analytical, and problem-solving skills
- Proficient in Microsoft Office software (word processing, powerpoint, excel, email)
- Experience managing to a budget, project management, and managing contractors
- Comfortable in a fast-paced, multi-tasking environment; flexibility to adapt as situations change.
- Ability to work with and through others to achieve measurable objectives.
- Good people skills - knowing how to talk to people in their “own language” in order to build bridges
- Ability to build relationships and networks statewide
- Proficiency in program planning, and developing compelling educational presentations.
- Familiarity with and/or a willingness to become familiar with / well-informed about Oregon’s people, architectural history and geo-political landscape.

Physical requirements:

Work is accomplished in an office setting. This requires the ability to manage information in electronic formats and to accomplish the work in a sedentary setting. Occasionally travel to various locations around the state of Oregon is required. Such travel can require extended time in cars and occasional overnight stays. Ability to work with electronic display of information.