



Preservation Programs Manager Job Description

Applications due January 15, 2018. Email resume and cover letter to peggym@RestoreOregon.org

Hours: Full time, exempt
Reports to: Executive Director
Location: Restore Oregon office, Portland, OR
Salary range: \$48,000 - \$54,000

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 program to successfully save and repurpose an annual list of Oregon's Most Endangered Places; identify, prioritize and lead the organization's response to key advocacy issues; efficiently manage field requests for technical support; build strong relationships with regional constituents; identify and support opportunities to make the organization economically sustainable; manage programs staff.

Education & background requirements:

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

Responsibilities include, but are not limited to:

Advocacy & Policy

- Direct the Oregon's Most Endangered Places program, ensure an effective, efficient strategy is enacted for each MEP to develop and execute a preservation plan.
- Serve as staff liaison with the Policy and Advocacy Committee's work to advance preservation policy, land use and planning issues, and legislative campaigns pertinent to Restore Oregon's mission.
- 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.

Education & Programs:

- Lead staff and volunteer committees to develop content for programs such as the Mid-Century Modern Home Tour and other programs as specified in an annual programs calendar.
- Initiate and coordinate with the Marketing Manager to ensure Restore Oregon's work is publicized and communicated to the field. Contribute articles to the Field Notes Newsletter, content on the Restore Oregon website, and posts on social media.

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- Manage and/or provide response to field requests for technical assistance on preservation approaches, policies, planning, regulations, and financial incentives.

Organizational Welfare

- 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:

- Articulate verbal communication skills including public speaking before elected officials, and the ability to talk to the public in their “own language” about preservation concepts.
- Compelling writing skills to tell the story of preservation to the general public and its impact in communities.
- Project planning and management
- Ability to build relationships and networks statewide.
- Proficiency in developing compelling program content and presentations.
- Familiarity with and/or a willingness to become well-informed about Oregon’s people, architectural history and geo-political landscape.
- 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)
- Comfortable in a fast-paced, multi-tasking environment; flexibility to adapt as situations change.
- Positive, entrepreneurial spirit and contagious enthusiasm for historic preservation.

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. Periodic 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.