



## Preservation Programs Manager Job Description

Applications due July 28, 2017. Email resume and cover letter to [peggym@RestoreOregon.org](mailto:peggym@RestoreOregon.org)

**Hours:** Full time, exempt  
**Reports to:** Executive Director  
**Location:** Restore Oregon office  
**Salary range:** \$45,000 - \$52,000

*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 statewide education programs and Most Endangered Places initiative; manage response to field requests for technical support and local advocacy issues; 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 or "virtual"), tools, budget, volunteer support, and schedule.
- Direct the annual Home Tour, Barns Workshop and other programs per the programs plan, including volunteers.
- Manage and/or provide response to field requests for 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, mentor each MEP through creation and execution of a preservation plan.
- Participate in the Policy and Advocacy Committee's work to advance on public policy, land use and planning issues, and legislative campaigns pertinent to our mission.
- Maintain a working knowledge of current preservation issues and a network of local preservation advocates across the state.

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- 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:***

- Exceptional verbal and written communication skills including public speaking before elected officials, and the ability to talk to the public in their “own language” about preservation concepts.
- Experience managing to a budget, project management, and managing contractors
- Ability to organize and motivate volunteers to execute projects or events such as the home tour.
- Ability to build relationships and networks statewide.
- Proficiency in program planning, and developing compelling educational 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. 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.