



PASADENA HERITAGE 2024 EXECUTIVE DIRECTOR SEARCH

EXECUTIVE DIRECTOR JOB DESCRIPTION

The mission of Pasadena Heritage is to identify, preserve and protect the rich historic, architectural, and cultural resources of the City of Pasadena through advocacy and education.

Pasadena Heritage is one of the oldest historic preservation groups in Southern California and the second largest in the state. With more than 850 members, it is also one of the City of Pasadena's largest membership organizations.

<https://pasadenaheritage.org>

Job Title: Executive Director

Reports to: Board of Directors

Primary Functions:

- Provide direction and leadership for the achievement of the organization's philosophy, mission, strategies, and annual and long-range goals and objectives.
- Manage the operations of the organization, including hiring and managing all other staff positions, financial management, and other general operational responsibilities.
- Serve as the chief spokesperson for significant positions, initiatives, and advocacy efforts for the organization.
- Serve as the primary liaison with the Board of Directors.

Major Responsibilities:

Administration:

- Manage the day-to-day operations of the organization.
- Develop and manage the budget, including the annual operating budget and individual project budgets, that reflect strategic goals.
- Provide sound financial management according to the policies and procedures established by the State of California, the Treasurer and Board of Directors, including providing timely income and expense reports, tax filings, insurance, investments and other financial matters.
- Human Resources Management – manage the staff of the organization. Hire, train, supervise, mentor, evaluate, and develop the performance of the staff.
- Oversee the planning and execution of all activities and projects that further the goals of the organization (with the Board, staff, volunteers, and others), including public programs events and internal meetings and activities.

Board of Directors:

- Serve as the primary staff to the Board of Directors, working closely with officers and others to prepare for meetings, provide background and training, and foster collaboration among Board members, committees, and staff to accomplish organizational goals.

- Assist with Board member recruitment, nomination, election, and training.

Development:

- Provide leadership for fundraising initiatives and contacts, and work closely with the Board, Development Director and other staff to implement fundraising strategies and track annual progress toward goals.
- Direct or Initiate contact with potential and current individual, foundation, and corporate donors and cultivate these relationships.
- In partnership with the board, provide leadership and/or oversight in the development of new or changing fundraising activities and opportunities, include grant proposals and new funding programs.
- Provide leadership and participate in direct solicitation of major gifts and capital campaign contributions (Blinn House Campaign, Planned Giving).

Communications:

- Represent the organization and the precepts of historic preservation effectively in the community and at the regional, state and national levels.
- Serve as the primary public spokesperson for the organization when needed.
- Establish and maintain appropriate partnerships with the City, other governmental agencies, and other organizations to increase awareness and further preservation goals.
- Assure that all written and public communications are accurate, articulate and express the views of the organization as an authority and support the goals of historic preservation appropriately.

Programs and Education:

- Oversee educational programs as to content, scheduling, and effectiveness.
- Work closely with the Education Director to initiate new programs and evaluate and update continuing programs to serve members and the greater community.
- Assist Education Director as needed with presentations where the presence of the Exec. Director is important.

Advocacy:

- Work closely with the Preservation Director, Advocacy Committee and Board to evaluate issues and initiatives that the organization should address and guide the development of positions and the presentation of arguments.
- Provide relevant background, expertise and consultation for proposed preservation projects and programs, including easements and projects involving historic buildings or cultural resources.
- Determine the appropriate approach and help marshal the appropriate resources and allies to address major threats or challenges to historic resources.

Desired Skills, Experience, & Qualifications:

- College degree and non-profit management experience
- Historic preservation knowledge and experience
- A track record of fund development and securing financial resources from a variety of sources, and successfully cultivating and stewarding donors over time

- Broad senior management experience, including managing and developing other staff, working with Board and volunteers, fund development
- Appreciation and passion for the importance of historic preservation efforts in the region
- Political acumen; community awareness and involvement
- Leadership skills; strategic thinker, decision maker, flexible and adaptable
- Results oriented
- Collaborative and team oriented
- Strong oral and written communication skills
- Strong relationship and consensus builder

Compensation and Benefits:

This is an exempt full-time position. Salary range is \$115,000 - \$130,000, commensurate with experience, and includes a comprehensive benefits package (e.g., paid time off, healthcare, dental, vision, and access to a 403b account).

Pasadena Heritage is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, disability, and any other characteristic as required by the law.

If you are interested in exploring this opportunity, please send a cover letter and resume an/or CV to pasheritage.search@gmail.com.

Applications for the Executive Director search will close on February 25, 2024.