



Executive Director

Job Description and Announcement

Founded in 1987, Preserve Montana's mission is to preserve, protect and enhance Montana's historic places, traditional landscapes, and cultural heritage. Located in Montana's capitol city, Preserve Montana maintains an office in downtown Helena and a workshop at the old Baxendale Schoolhouse, currently being rehabilitated (<http://preservemontana.org>).

Preserve Montana actively engages with Montana communities, private sector partners, agencies, tribes and other preservation constituencies to identify, save, protect, restore and interpret significant heritage properties and places across the state. A non-profit organization, Preserve Montana depends on strong private and public sector support garnered through memberships, grants, partnerships, professional services and donations to implement a broad range of historic preservation programs and projects.

Three decades of place-based collaborative work has resulted in the investigation, National Register nomination, stabilization, rehabilitation and interpretation of a diverse range of cultural properties, landscapes and historic buildings through its building restoration, revolving properties, survey and documentation, and other field programs. Preserve Montana's diverse educational programming includes preservation workshops, celebrated Preservation Roadshow, Path Less Traveled virtual app, and 46 Degrees North podcast.

Preserve Montana is seeking an experienced, entrepreneurial, and energetic leader to serve as the Executive Director who will expand its membership, funding base, and capacity to protect and celebrate Montana's rich history and diverse cultural heritage.



Duties and Responsibilities

Reporting to the Board of Directors (Board), the Executive Director will have overall strategic and operational responsibility for implementing Preserve Montana's mission and vision, including funding raising, staffing, operations, and programs.

Leadership and Administration

- Lead PMT in implementing its mission and vision to save, preserve, protect and enhance Montana's historic places, traditional landscapes, and cultural heritage through a diversity of programs, initiatives, events, and activities.
- Collaborate with the Board to develop strategic plans, funding sources, programs, and initiatives that promote PMT's mission and "voice" throughout the state of Montana.
- Build and sustain PMT membership and the Board and engage both in programs, events and activities.
- Manage staff, interns and volunteers to ensure high-quality performance and career development in a rewarding and inclusive work environment.
- Maintain effective working relationships with a broad range of stakeholders, partners, sponsors, donors, and media to support PMT's work.
- Coordinate on-site rehabilitation of the Baxendale School property, including project phasing and contracts for future use in PMT's building restoration training programs.
- Expand the Revolving Properties program to purchase, stabilize and resell historic properties to preservation-minded buyers.

Fundraising and Finance

- Fundraise in collaboration with the Board for annual operations, programs and projects through membership giving, grants, donations and partnership contributions.
- Design and implement long-range funding goals and strategies to build a predictable and sustainable general operating fund and a financial future for PMT.
- Develop, implement and monitor annual budget, work plans and accomplishments.
- Manage organizational finances, including grants, donations and partnership contributions, to comply with legal requirements.

Public Outreach and Engagement

- Serve as chief spokesperson for PMT in all planning, fundraising, events and projects.
- Advocate for legislation and monitor governmental affairs affecting historic preservation and rally PMT membership and stakeholder support.
- Cultivate and maintain effective working relationships with community preservation groups, historic preservation organizations, agencies and tribes.
- Develop, coordinate and market PMT and its programs, projects, and events to promote historic preservation in Montana.

- Provide technical preservation assistance to communities, museums, agencies, and tribes.

Qualifications

- ✓ Relevant post-secondary education and experience. Master's degree or equivalent professional experience in a historic preservation-related field is desired.
- ✓ Entrepreneurial, passionate, and articulate, with an ability to solve problems and think outside-the-box.
- ✓ Knowledge of historic preservation laws, policies, practices and current issues.
- ✓ Experience as executive director or other upper-level managerial position.
- ✓ Strong fundraising experience with the ability to engage a wide range of stakeholders, partners, donors and membership.
- ✓ Strong proficiency in researching, applying for and implementing grants.
- ✓ Experience in managing a diverse office and field staff.
- ✓ Knowledge and proficiency in budgeting, finance, office systems, and contracts.

Salary and Benefits

Compensation: \$75,500 to \$85,300 (depending on experience); benefits include paid health & dental insurance, 15 days of personal leave per year, 5 days of sick leave per year, and flexibility in work schedules.

Classification: Full time; Exempt

Location: Helena

Hiring Timeline: Applications will be accepted through July 1, 2022, seeking to fill the position by fall 2022.

Application Instructions

Inquiries: Chere Jiusto, Executive Director, PMT, (406) 457-2822, chere@preservemontana.org

Carl Davis, PMT Board Chairperson, (406) 461-2308, cmdavis1134@gmail.com

Send a digital or hard copy cover letter and a resume with references listed to:
cmdavis1134@gmail.com or 521 Redwood Street, Missoula, Montana, 59802