



# PRESERVE MONTANA

## Career Opportunity

Looking to make a difference, thrive in a supportive work environment, and grow the preservation trades? Preserve Montana is seeking an experienced, skilled, and energetic leader to join our passionate team and lead Preserve Montana's innovative Restoration & Training program. This unique position offices in a historic schoolhouse adjacent to a scenic trail system and travels to project sites across Montana.

<b>Position Title:</b>	Restoration Director
<b>Location:</b>	Helena, MT
<b>Type:</b>	Full-time
<b>Salary Range:</b>	\$60,000 - \$72,000/year DOE

### **JOB SUMMARY**

Primary responsibilities of the Restoration Director are 1) program leadership and administration, 2) hands-on preservation carpentry, and 3) preservation trades education. This position meets Preserve Montana's mission by directly saving and enhancing historic properties through physical preservation, expanding the preservation trades, and engaging people through training and volunteer opportunities. The position reports to the executive director and provides direct supervision to two staff members.

### **KEY FUNCTIONS**

#### ***Leadership and Administration***

Direct all aspects of Restoration & Training program including planning, staffing and implementation.

- Initiate and set goals for program according to the strategic objectives of the organization.
- Plan the program from start to completion involving deadlines, milestones, and processes.
- Develop budgets and operations.
- Identify and secure program funding in collaboration with executive director.
- Supervise program staff.
- Keep executive director and board of directors informed with detailed and accurate reports.
- Serve as the face of the Restoration & Training program.

#### ***Hands-On Preservation Carpentry***

Lead, manage and execute preservation carpentry projects with the Preserve Montana restoration crew and volunteers, focusing on endangered historic properties in Montana.

- Secure and implement restoration carpentry projects for annual project calendar.
- Engage and manage volunteers with projects, where appropriate.
- Complete Baxendale Schoolhouse rehabilitation and site improvements.
- Oversee Baxendale Schoolhouse building management and maintenance.

## **Education & Training**

Lead preservation carpentry education and training opportunities to grow the preservation trade workforce in Montana.

- Develop and implement annual preservation trades workshop series and volunteer project opportunities.
- Establish partnerships with individuals, organizations, businesses, and other stakeholders to support and expand education and training opportunities.
- Oversee the preservation corps, a seasonal preservation trades student workforce program.
- Participate in planning and organizing conferences, workshops, tours, and other programs and activities to further the preservation and restoration of historic properties and address threats to endangered properties.
- Provide support and technical assistance to individuals and organizations seeking to preserve and restore historic properties in Montana.

## **MINIMUM QUALIFICATIONS**

- Post-secondary education in construction trades, architecture, historic preservation, or a related field. Bachelor's Degree preferred. Experience may substitute some of the required education.
- Five (5) years of industry related experience.
- Two (2) years of managerial/supervisory experience.
- Comprehensive knowledge of preservation carpentry theories, concepts, and practices.
- Knowledge and proficiency in project budgeting, estimating, contracting, and office systems.

## **BENEFITS**

In addition to providing our employees a great culture, Preserve Montana also offers competitive benefits that address work/life balance, many of which expand and improve year after year, including:

- Health and dental coverage
- 401(k) retirement plan with 5% company match
- Generous paid time off plus 12 holidays
- Flexibility with 8-hour workdays

## **APPLICATION INSTRUCTIONS**

Send a digital or hard copy cover letter and a resume with references to: Executive Director Jenny Buddenborg at [jenny@preservemontana.org](mailto:jenny@preservemontana.org) or PO Box 101, Helena, MT, 59624. Job posting available at [www.preservemontana.org](http://www.preservemontana.org). Open until filled.

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