

Nevada Preservation Foundation  
Executive Director

The Nevada Preservation Foundation (NPF) is Nevada's statewide historic preservation nonprofit advocacy organization. Headquartered in Las Vegas, NPF works across the entire state to preserve and promote Nevada's architectural and cultural heritage.

NPF is comprised of three branches: Heritage Tourism, Preservation Services, and Neighborhood Stabilization each with an executive position overseeing it. The executive director oversees the executive staff working in two of the branches while running one of the branches themselves. This position could run either the Neighborhood Stabilization or the Preservation Services branch depending on their skill set. The Deputy Director/Heritage Tourism Director assists significantly with administrative tasks in order to allow the Executive Director the capacity to also run a branch of the organization.

The Executive Director reports to the President and Board of Directors and has three main areas of responsibilities: Administration, Finance, and Neighborhood Stabilization or Preservation Services

An **overview** of responsibilities *and* requirements include but are not limited to:

**Administration**

- Management & hiring of staff and oversight of daily operations for the staff that consists of two full-time staff, plus four part-time staff whose hours range from 20/week to 3-5/week.
- Maintain in coordination with executive staff and board of directors the fee-for-service client pipeline
- Maintenance of office systems and facility agreements
- Submit reports to grantors, local municipalities, and the state as needed
- Work closely with the Deputy Director on development/fundraising and coordinate with them on meetings with the Development and Programming Committees of the board
- Implementation of Board of Directors initiatives and programs
  - Work closely with President on long-term visioning and implementation
  - Function as main staff contact for Board President
  - Provide input to the short and long-range goals of the organization
  - Regularly meet with the Board, the Finance Committee, and the Nominating Committee to report on progress toward meeting goals and objectives. Participate in annual, regularly scheduled, and other meetings
  - Implement projects, decisions, and plans made at the Board level

**Financial**

- Billing for grant work and fee-for-service clients
- Develop draft budget for presentation to Finance Committee of the board
- Work with Finance Committee to monitor budget
- Work with bookkeeper to manage day-to-day accounting
- Work with accountant on annual 990 and other tax related tasks

**One of Two of the Following Areas:**

**Neighborhood Stabilization**

- Develop, implement, and manage the daily operations of NPF's Threatened Properties Program
- Manage organizational activities related to community revitalization
- Incorporate community, stakeholder, and partner feedback into planned projects
- Oversee staff working on NPF's historic district/neighborhood campaigns
- Facilitate and foster partnerships to support and strengthen NPF's activities

**Preservation Services**

- Oversee and implement historic resource surveys, historic register nominations, historic contexts, design guidelines, and other similar tasks
- Develop work proposals for potential fee-for-service clients, create relationships with potential clients to secure contracts
- Work with developers, individual homeowners, etc. to meet their rehabilitation goals
- Identify possible funding opportunities to assist with rehabilitation costs

Apply by April 17<sup>th</sup> with resume and cover letter. Include in your cover letter if you would prefer to oversee either the Neighborhood Stabilization or the Preservation Services branch.

**Requirements**

*Required Experience and Education*

- A degree or equivalent work experience in business management, nonprofit management, or historic preservation
  - There is a preference for an individual who meets one or more of the Secretary of Interior's Historic Preservation Professional Qualification Standards
- Experience in managing a nonprofit organization
- Experience in project management, programming, community outreach
- Enthusiasm for historic preservation and Nevada history
- Experience using QuickBooks or similar accounting software, Office365, NeonCRM or other similar membership software

*Required Skills – Abbreviated List of High Priority Competencies*

- Entrepreneurial skills for bringing in new fee-for-service clients
- Excellent verbal and written communication skills
- Skill as a professional communicator for community and leadership purposes, ability to communicate with the media, political entities, and be the face of NPF
- Organizing and planning skills as well as flexibility and adaptability
- Sound analytical thinking and problem-solving skills

Salary + Benefits: \$55,000 - \$70,000 annual salary, health insurance stipend, 2-weeks paid vacation, and SEP IRA available.