



## **Executive Director Position**

Preservation Delaware, Inc. is a statewide nonprofit organization dedicated to the preservation of Delaware's architectural heritage and historic settings. The Executive Director carries out this mission with the direction and guidance of a volunteer Board of Trustees, members, and preservation partners in the state of Delaware. The position is roughly 40% Fundraising, 30% Program/Outreach, and 30% Administrative duties.

### **Fundraising**

- With Board of Trustees, develop and implement a fundraising plan for the organization.
- In a timely manner, solicit membership renewals and acknowledge donors.
- Work with Development Committee to plan and execute at least one major fundraising event per year.
- Solicit major donors.
- Apply for available grants for general operation and special projects of PDI.

### **Program/Outreach**

- Respond to daily inquiries from Delaware citizens on historic preservation concerns, incentives, projects, and general information; often in person traveling in the northern half of the state.
- Attend public meetings and events concerning preservation issues.
- Prepare quarterly newsletter, The PDI Post.
- Send e-mails to membership including updates on issues, requests for volunteers, and support for projects.
- Monitor and manage easements held by PDI.
- Communicate with SHPO, National Trust, Main Street, etc. as needed on programming.
- Plan annual meeting each year, additional local preservation events as requested.
- Plan Statewide Preservation Conference with partners.
- Begin strategic planning process with PDI Board of Trustees.

### **Administration**

- Supervise administrative assistant whose job includes answering phone, reading and sorting e-mail, reading and sorting paper mail, cleaning, responding to visitors, preparing bills and bank deposits for bookkeeper, maintaining membership database.
- Supervise Southern Delaware Field Representative based in Lewes. Collaborate on this administrative role with Executive Director of The Lewes Historical Society, who has on-site supervisory responsibility.
- Manage and work with contract bookkeeper.
- Develop, with Board of Trustees, the annual budget. Execute against the budget. Authorize payments and deposits.
- Provide to the Board of Trustees written monthly summaries of accomplishments against objectives set by the Board.
- Coordinate and participate in the meetings of the committees of the Board of Trustees.
- Assist President of the Board of Trustees in preparing for Board meetings. Attend and participate in all Board meetings.
- Oversee program to update website.
- General site monitoring and management, making board aware of issues/concerns.