

Position: Executive Director, Frank Lloyd Wright Building Conservancy
Reports to: President, Board of Directors
Classification: Full-time, exempt, salaried
Date: February 1, 2017

Mission:

The Frank Lloyd Wright Building Conservancy is an internationally-recognized historic preservation organization headquartered in Chicago whose mission is to facilitate the preservation and maintenance of the remaining built structures designed by Frank Lloyd Wright through education, advocacy, preservation easements and technical services.

The Conservancy is a 501(c)(3) not-for-profit corporation registered in the State of Illinois, with an annual budget of \$450,000 and three full-time and one part-time staff members.

Overview:

The Executive Director is responsible to the Board of Directors through the President for carrying out the mission of the Conservancy and managing its business and affairs, with such specific powers and duties as are delegated to the office of the Executive Director by the Board. The Executive Director shall be responsible for defining the duties of any additional staff positions that are created and for supervising the work of staff in conformance with policies and budgets established by the Board.

The Executive Director shall spearhead the Conservancy's efforts to realize its mission by expanding the organization's public outreach and support, preservation services, business development, organizational management and fundraising activities.

Qualifications:

The Executive Director is the spokesperson for and the public face of the Conservancy, and is responsible for generating enthusiasm and support for the organization. As such, the ideal candidate would possess the following qualifications, experience and characteristics:

Extensive knowledge of and experience in historic preservation as well as advocacy for retaining historic sites.

Strong leadership skills and effective managerial and fundraising expertise.

Working knowledge of nonprofit fiscal management.

A minimum of five years' experience supervising staff and working with a board of directors.

Proficiency at fostering relationships with organizations and individuals, locally and nationally, with whom the Conservancy shares common interests.

Demonstrated history of generating and cultivating sources of financial support.

Demonstrated ability in public speaking, written and oral communication, interpersonal and media relations.

A working knowledge of the architecture of and built designs of Frank Lloyd Wright.

An undergraduate degree is required (an advanced degree is preferred) in one or more of the following areas: historic preservation, architecture, urban planning, arts management, business and/or law.

Responsibilities:

The Executive Director shall be responsible for:

The leadership and management of the Frank Lloyd Wright Building Conservancy.

Management of the Conservancy's finances, budget, business and mission-related affairs and for implementing board directives and initiatives.

Preparing the annual budget for approval by the Board of Directors.

The ongoing development and cultivation of the Conservancy's major donor relationships and membership support.

Personal leadership in the organization's advocacy efforts in preserving the built works of Frank Lloyd Wright.

The supervision and management of the staff to maintain the efficacy and excellence of the organization's advocacy efforts, programs, events, publications and website.

Advising the Board on policy and facilitating strategic planning.

Working closely with the President of the Board to foster a productive working relationship and timely communication between staff and the Board.

Working closely with the President of the Board to prepare agendas, financials reports and background material for Conservancy Board of Directors' meetings.

The management and approval of expenditures within a Board-approved budget.

Working with the Personnel Committee of the Board to conduct searches, hire and review staff.

Maintaining all Conservancy databases and records in Conservancy headquarters.

Compensation:

Competitive salary commensurate with qualifications.

Application Process:

Please submit cover letter, resume, salary expectations and contact information to edith.payne@gmail.com. Application deadline: March 1, 2017.

The Frank Lloyd Wright Building Conservancy is an Equal Opportunity Employer.