

## Job Title: Executive Director

**Reporting to:** The Board of the Preservation Action Council of San Jose (PAC\*SJ)

**Salary:** Commensurate with qualifications and experience

**Hours:** Part or Full time (negotiable), flexible hours – evening community and city meetings will fall outside standard business hours

**Location:** San Jose: PAC\*SJ Office or work from home negotiable.

**Purpose of position:** To further the mission of PAC\*SJ to preserve San Jose's architectural heritage through education, advocacy and events.

### Responsibilities and Duties:

1. Advocacy, Development and Community Outreach
  - a. Vigorously advocate the Board's position on historic preservation and land use including liaising with relevant organizations, government entities and developers
  - b. Lead by the Board, plan and implement fundraising events, obtain grants, increase membership and cultivate donors
2. Policy Implementation and Public Relations
  - a. Provide the central point of communication for PAC\*SJ
  - b. Represent PAC\*SJ in public meetings/hearings and to the media
  - c. Lead and coordinate social media presence
3. Organizational Management and Development
  - a. Evaluate and report to the Board on a quarterly basis the progress of the Strategic Plan and recommend updates to the Plan to ensure satisfactory continued implementation in conjunction with PAC\*SJ committees
4. Administrative Management
  - a. Manage administration including staffing, budgets and reporting along with the Treasurer and Board President.

### Qualifications:

Four-year degree majoring in a relevant field or equivalent; Experience and familiarity with historic preservation principles and guidelines

### Specific requirements:

Experience working with City Planning departments or similar and past success with not-for-profit organizations, Boards and working with diverse groups

Strong problem solving, team building, and conflict resolution skills

Familiarity with local land use processes, historic reports, CEQA and landmark designation

Strong marketing, PR, fundraising experience and written and verbal skills

Unwavering commitment to quality programs and data driven program evaluation

Passion, integrity, positive attitude, mission-driven and self-directed

**References:** Relevant to the role; position, names and details

Submit resume to: [jobs@preservation.org](mailto:jobs@preservation.org)