



Executive Director Greater Portland Landmarks

The board of trustees of Greater Portland Landmarks seeks a passionate and proven leader with a successful track record in fundraising and operational management to serve as the nonprofit's executive director. The organization's mission is to ensure that Greater Portland preserves its sense of place for all and builds vibrant, sustainable neighborhoods and communities for the future. Leading Landmarks in its next chapter of development offers an exciting opportunity to shape one of the nation's most beautiful, historically significant, and architecturally rich communities for generations to come.

Organization Overview

Greater Portland Landmarks was founded in 1964, three years after the destruction of Portland's historically significant Union Station, to protect the architecture and landscapes that give the area its distinctive character. Nearly 60 years later, the organization maintains its tradition of advocacy, education, and providing resources to homeowners and developers alike. The nonprofit also serves as steward of the Portland Observatory, the only remaining historic maritime signal station in the United States.

Over the years, Greater Portland Landmarks has successfully led the charge in saving buildings from demolition, achieving the codification of historic districts, and collaborating with architects and developers to ensure that new construction fits with surrounding neighborhoods. Through a variety of activities, Landmarks seeks to build awareness, instill community pride, and encourage public participation in discourse and decisions regarding preservation, planning, and development shaping Portland's future.

More information about Greater Portland Landmarks can be found at the website:
<https://www.portlandlandmarks.org/>.

Role and Responsibilities

The executive director is ultimately responsible for the management and development of the organization's staff, programs, and partnerships; the financial health of Greater Portland Landmarks; and the strength of its relationships with stakeholders – including developers, architects, craftspeople, neighborhood organizations, political leaders, city administrators, education systems, and other nonprofits. As an articulate and inspiring spokesperson, this individual leads the community of Greater Portland in identifying, protecting, and revitalizing the historic structures, neighborhoods, landscapes, and parks that give the community its cherished character.

Specifically, the executive director is responsible for:

Organizational Leadership

- Demonstrating unwavering commitment to preserving and revitalizing Greater Portland's remarkable legacy of historic buildings, sustainable neighborhoods, and communities for the future
- Partnering with the board in the development of a new strategic plan and directly overseeing execution
- Setting a standard of integrity, high energy, clear vision, sound decision-making, and responsiveness
- Acting as the organization's principal spokesperson at critical public meetings, significant events and other key advocacy initiatives, including media engagements

- Collaborating and communicating regularly with the board of trustees and developing relationships with individual board members to energize and engage them meaningfully and strategically

Fundraising

- Setting financial goals and directing fundraising activities that advance the mission and ensure sustainability
- Cultivating fruitful relationships with major donors (past, current, and prospective), foundations, business partners and government funders; and deepening support on all fronts
- Engaging trustees and staff in fundraising activities as appropriate
- Identifying and leveraging earned income opportunities
- Overseeing the planning and execution of special events

Fiscal Stewardship

- Overseeing the development and implementation of the organization’s budget
- Tracking budget variances and communicating as appropriate to the board
- Ensuring that appropriate financial controls are in place

Operational Management

- Engaging, inspiring, developing, and directly supervising the staff
- Maintaining a rich culture of collaboration, appreciation, and mutual respect across the organization
- Ensuring fidelity to best management practices, including safety and security protocols
- Ensuring compliance with all applicable laws and regulations and adherence to the highest ethical standards
- Overseeing the continued development of the Portland Observatory as an educational resource, a positive visitor experience, and as an income-generating asset

Position Requirements

The rapid development of Greater Portland magnifies the need for strong management and visionary leadership in the years ahead. Leading Greater Portland Landmarks in this dynamic landscape will require a broad set of skills and abilities. The board expects that the successful candidate will be a self-starter who brings to the role:

- Passion to maintain the inherent connection between our built environment and our cultural history, while investing in the sustainable future of our community
- Knowledge of and deep curiosity about the broad range of issues related to historic preservation, including diversity, affordability, and climate change
- Proven experience leading a nonprofit organization of comparable size and scope
- Financial acumen
- A track record in cultivating fruitful relationships and securing major gifts from donors, foundations, business partners and government funders
- Experience in public advocacy and skill navigating legislative, administrative, and other public and private decision-making processes
- Demonstrated strength in building and maintaining effective coalitions
- Exceptional verbal and written communication skills and the ability to connect with diverse audiences
- Success in working with a nonprofit board in alignment with best governance practices
- A management style that promotes trust and reliably develops individual and team strengths
- High energy, optimism, and a sense of humor

An advanced degree in historic preservation, urban planning, or a related field would be advantageous.

Compensation

The executive director will earn a competitive salary of \$80,000-95,000, commensurate with experience, and benefits. Reporting directly to the board, the successful candidate can expect a formal review after the initial six months, as well as an annual review thereafter.

Nondiscrimination

Greater Portland Landmarks does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristic. The organization complies with all applicable national, state and local laws pertaining to nondiscrimination and equal opportunity.

To apply

Interested candidates should send a resume and a cover letter explaining why they are interested in this particular opportunity and how it is well aligned with their strengths to Starboard Leadership Consulting at the following address: search2@starboardleadership.com. Inquiries may be directed to the same email address. Paper copies of applications may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please.

The application deadline is November 19, 2023, and review of all submissions will begin immediately thereafter. Greater Portland Landmarks hopes to have the new hire in place by mid-winter.