

**Employer:** Historic Albany Foundation  
**Position:** Executive Director  
**Type:** Professional, Full-Time  
**Location:** Albany, New York

Established in 1974, Historic Albany Foundation (HAF) is a 501(c)(3) not-for-profit organization dedicated to preserving and protecting the architectural and historic resources of the City of Albany and Albany County. HAF carries out its mission through public education, design and technical assistance, community projects, advocacy for endangered buildings, publications, tours, lectures and operation of a salvaged architectural parts warehouse.

HAF champions 'best practices' in preserving historical structures and protecting endangered buildings within our community, providing regular technical assistance to property owners, contractors and developers. HAF's stewardship and planned rehabilitation efforts of its own c.1728 Van Ostrande-Radliff House demonstrates its commitment to Albany's built environment. HAF's Preservation Workshops, Lectures and Tours focus on preservation techniques and architectural history, while its Preservation Library provides information on regional history, historic building restoration, and architectural styles.

The organization is comprised of an Executive Director, 4 staff members and a 21 member Board of Directors.

**Details:**

The Executive Director (ED) is the chief operating officer/administrator of the organization and reports directly to the President and Board of Directors. The ED serves as the organization's lead advocate for preservation and is the primary public relations officer to diverse entities including federal, state and local government agencies, community boards, other non-profits, the public and the media.

**Key Responsibilities include:**

**Organizational Management:** Manage human resources including staff hiring, supervision and evaluation. Serve as liaison to the Board of Directors. Staff board committees. Manage membership services, communication, events and activities. Provide for professional development for ED and staff to maintain skills needed for programmatic, financial and fundraising duties. Oversee management and maintenance of the Architectural Parts Warehouse and HAF offices.

**Financial Management and Fundraising:** Maintain financial records in compliance with state and federal requirements. Develop and monitor HAF's operating budget and records for annual audit. Manage loans, grants and capital campaigns. Oversee retail sales of publications and merchandise at Parts Warehouse. Design and implement a development program including special fundraising events, membership programs, endowment and corporate giving programs, grant writing, research and outreach.

**Preservation Program Management:** Work with the Board to develop and implement the organization's preservation agenda; propose actions regarding preservation initiatives and policies. Identify potential threats to or opportunities for historic properties. Identify, prioritize and maintain list of Endangered Historic Resources with strategies to preserve them. Oversee the provision of technical assistance to individuals, organizations, government officials and the public. Supervise educational programs including lectures, seminars, workshops, tours and special events. Provide research through the Plaque Program. Conduct annual Preservation Merit Awards. Engage lecturers & guest speakers on preservation issues, sustainability, public policy, and related issues for member programs.

**How to Apply:**

Applicants should submit a resume, a one-page letter describing interest and experience, salary requirements and the names of three references to the "Historic Albany Foundation Search Committee" at [skirchhe@gmail.com](mailto:skirchhe@gmail.com) by October 27, 2017.