



Boston Preservation Alliance / Pillar Search & HR Consulting Executive Director 2025

About Boston Preservation Alliance

The Boston Preservation Alliance (The Alliance) is an independent, nonprofit organization that exists to advocate for and empower Bostonians to play an active role in preserving the places and stories that are important to our history. We envision Boston as a place where the stories of its diverse residents and cultures are reflected in its evolving built environment.

The Boston Preservation Alliance is at a strong inflection point, positioned for continued growth and continued execution of its 2023-2026 Strategic Plan. Learn more at www.bostonpreservation.org.

The Opportunity

The Executive Director is responsible for championing the Alliance's mission, leading its staff and activities of the Alliance, and stewarding the organization's fiscal health. Collaborating with the Board of Directors and its committees to implement the strategic direction of the organization, the Executive Director manages day-to-day operations of the Alliance and serves as its principal spokesperson. Highly visible in the community, the Executive Director position requires interaction with an array of professionals throughout the city in both the private and public sectors. This full-time position reports directly to the Executive Committee of the Board of Directors. The Executive Committee consists of the Board Chair and the chairs of the Board's committees.

Responsibilities

- Serve as the organization's principal spokesperson

- Continue to build on the positive reputation of the Alliance and its strong relationships with the City of Boston, key city leaders, partnership organizations, and community groups.
- Further build upon Boston Preservation Alliance's efforts to increase the organization's connection to diverse stakeholders, including underrepresented neighborhoods, community leaders, and community members, as well as proving support and resource opportunities.
- Lead the fundraising efforts with the support of Board members to meet/ exceed revenue targets. Identify new revenue opportunities for the Alliance's long-term fiscal health.
- Continue to implement the current strategic plan and partner with the Board on further strategic thinking to ensure maximum impact.
- Oversee all functional areas including advocacy, programs, fundraising, finance and operations, marketing, HR and events (including the Boston Preservation Alliance's annual awards).
- Report on the organization's performance and operations to the Board of Directors on a regular basis, including all regularly scheduled board meetings.
- Recruit and retain a diverse, high-performing staff. Provide opportunities for mentorship, professional and personal growth. Conduct annual staff performance reviews and engage in continuous performance management efforts.
- Responsible for ensuring sound fiscal procedures and ensuring the Alliance's long-term financial sustainability. This includes overseeing budget development, cash management, monthly and annual financial reporting, risk management, and investments. This involves a close partnership with our Treasurer/Finance Committee and outsourced financial service provider.
- Ensure compliance with legal requirements and best practices, including maintaining an updated employee handbook and board handbook.
- Manage the organization's workspace needs.

Qualifications and Skills

- Firm understanding of Boston's development and planning policies.
- Bachelor of Arts or Science in historic preservation, architectural history, or urban planning preferred, master's degree desired.
- Eight (8) or more years of non-profit management experience, including the direct management of staff.
- Commitment to and proven leadership experience in advancing diversity, equity, and inclusion resulting in organizational change. Training in active listening with a focus on diversity, equity, access, and inclusion a strong plus.
- Strong verbal and written communication skills, including experience presenting to groups of all sizes, backgrounds, and interests.

- Prior working knowledge of both Boston government agencies and the Boston Preservation Alliance or similar organization highly desired.
- Five (5) years or more of active fundraising success, including individual campaigns, corporate sponsorships and grant writing
- Boston residency strongly preferred (current or past)
- Demonstrated ability to manage multiple independent initiatives within strategic priorities set by the Board
- Ability to construct and discuss budgets and possess a working knowledge of accounting concepts and financial reporting processes/requirements.
- Collaborative work style
- Ability to handle potentially charged situations with tact, diplomacy, and a high degree of professionalism
- Demonstrated multi-tasking abilities
- Demonstrated proficiency with standard office software including but not limited to the MS Office Suite, Neon CRM, Adobe Creative Suite, QuickBooks and Mailchimp.
- Language skills beyond English a plus.

Compensation

The salary range for the Executive Director role is \$120,000-\$140,000, commensurate with experience. and the ability of the candidate to contribute significantly to the growth and strength of the organization.

Equal Employment Opportunity

Boston Preservation Alliance is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other protected characteristic.

To be Considered

Boston Preservation Alliance has partnered with Cindy Joyce of Pillar Search & HR Consulting on the search for Boston Preservation Alliance's new Executive Director. Qualified candidates are encouraged to submit both a cover letter and resume by email to jobs@pillarsearch.com.