



Job Opening: Director of Preservation Services

About Us:

Preservation Buffalo Niagara (PBN) is a non-profit advocacy organization that identifies, protects, and promotes the unique architecture and historic legacy of Western New York, while connecting people to the places they love. We provide services in Erie and Niagara counties, with a particular emphasis on the City of Buffalo's East Side and the City of Niagara Falls. PBN is working hard to challenge existing preservation paradigms and serve a more diverse constituency.

Opportunity Overview:

PBN is seeking a full-time Director of Preservation Services. The Director of Preservation Services (DPS) works closely with the Executive Director to advance PBN's mission and strategic plan. With support from the Preservation Services Department staff, the DPS develops and oversees all technical services, advocacy outreach and direct intervention programs. The DPS will coordinate with other staff as appropriate to ensure that all PBN programs are strategically linked and mutually supporting.

Primary Areas of Responsibilities:

Technical services:

- Oversee and coordinate with the Preservation Planner the answering of technical service questions via email and phone
- Oversee and coordinate with the Preservation Planner the Sacred Spaces Assistance Program (SSAP)
- Work with communities/community members as necessary and appropriate to develop local, state, and national designations as well as work with consultants to develop necessary cultural resource surveys.
- Develop materials and programming to support the stewardship of historic properties for property owners, elected officials and community members

Advocacy outreach:

- Manage all advocacy campaigns under the direction of the Executive Director
- Formulate positions on preservation issues of importance to the diverse communities of PBN's service area and develop news ways for PBN to gain relevance in the community
- Serve as a strong advocate for local, state, and/or national preservation efforts and legislation
- Attend and testify at public meetings and hearings as necessary

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- Develop and implement procedures and strategies for proactive, rather than reactive preservation

Direct intervention programs

- Operate the Municipal Outreach Program, providing direct technical assistance and training to historic preservation commissions across the service area
- Oversee and coordinate with the Field Services Coordinator the Historic Home Loan Fund (HHLF) and revolving loan fund
- Oversee and coordinate with the East Side Preservation Specialist the East Side Commercial Building Stabilization Fund (ESCBSF)
- Oversee and coordinate with the Field Services Coordinator the management of PBN's preservation easements
- Oversee and coordinate with the Field Services Coordinator the management of PBN's real property acquisition efforts and receiverships
- Work with the Executive Director to develop and implement new direct intervention programs

Administrative Duties

- Assist the ED and Director of Operations & Grants Management in identifying and procuring funding for program implementation
- Serve as direct supervisor to the Department of Preservation Services staff and interns
- Review Department staff timesheets and approve PTO requests
- Prepare regular Department reports for ED and the Board

Preferred Education and Experience:

A master's degree in historic preservation, urban, regional, or municipal planning, architecture, environmental studies, or related field; or a bachelor's degree in one of the aforementioned fields with a minimum of five (5) years of relevant work experience.

Knowledge and Skills:

Strong passion to further historic preservation and community revitalization efforts in Buffalo and Niagara Falls. Excellent problem-solving, decision making and communications skills, along with strong interpersonal skills. Familiarity with local historic preservation issues and impediments. Experience with grant writing, grant administration, project management, and project budget management. An



understanding of and experience utilizing demographics and other statistical data analyses. Experience advocating to community members and elected officials on behalf of preservation initiatives. Ability to conduct research, analysis, prepare reports, and organize/facilitate public participation. Familiarity with cultural resource surveys, local landmarking, National Register nominations, preservation ordinances, and historic tax credits. Ability to manage multiple ongoing projects simultaneously and manage a team of people. Excellent written and verbal communication skills; demonstrated experience in outreach and public speaking. Must be fluent with MS Office

Compensation:

The salary range for this position is \$50,000 to \$55,000 depending on relevant experience. PBN has generous time-off policies, flexible work schedules, and offer health, vision, and dental insurance.

To Apply:

Please send a letter of interest, resume, and at least two preservation related writing samples to jobs@pbnsaves.org, including the words "Director of Preservation Services Application" in the subject line. Please make sure to attach your application materials as a single PDF file. No calls please.

PBN will start to review applications on May 31, 2023. The application process will remain open until the position is filled.

PBN is an equal opportunity employer. We encourage candidates from a wide variety of educational and experiential backgrounds to apply for this position. We strongly encourage applications from women, racial and ethnic minorities, and other individuals who are underrepresented in the profession, across color, creed, race, ethnic and national origin, physical ability, gender and sexual identity, or any other legally protected basis.