

Providence Preservation Society

Deputy Director of Preservation

Employment Opportunity

Posted: 1/18/22

Do you enjoy working alongside others and finding common ground amidst diverse perspectives? Are you a champion storyteller who loves sharing stories hiding in plain sight? Are you interested in living in and being a cheerleader for one of America's oldest and most historic small cities? Are you curious about what we mean by "democratizing preservation?"

If so, take a look at the **Providence Preservation Society, headquartered in Providence, Rhode Island**. We are seeking a dynamic, entrepreneurial, and passionate advocate to serve as our Deputy Director of Preservation. Along with the Director of Preservation, they will represent our preservation efforts within the City of Providence, advancing the organization's strategic goals by developing and implementing advocacy efforts and, in collaboration with the Director of Education, educational programs. The Deputy Director of Preservation will identify and cultivate allies in the public, private, non-profit, and media sectors and communicate PPS' progressive values as embodied within the 2021 Strategic Plan and our legacy of citywide advocacy. They will provide a wide range of technical and advocacy assistance to further historic preservation in the City of Providence.

The Deputy Director of Preservation will report directly to the Director of Preservation and will work collaboratively with staff, consultants, our Board of Trustees, and partner organizations. They are expected to be an engaged and highly visible member of the community, seeking partnering opportunities to help advance PPS's objectives. They will participate collegially with neighborhood organizations; city planning, economic development, and regulatory agencies; and institutional partners. Given the community-facing nature of the position, a commitment to working regular evening and occasional weekend hours is required.

The ideal candidate will have interest in historic architecture and awareness of preservation policies at the local, state, and national levels, as well as the ability to effectively communicate and apply such knowledge.

If you are ready to advance to the next stage of your career, whether you are coming up through the ranks of historic preservation professionals or you are interested in moving from a preservation-adjacent field, consider applying. This is an opportunity for mid-career growth, for someone ready to take on more responsibility and be a leader in advancing preservation objectives locally and nationally.

Major Responsibilities

- Attend public meetings to represent PPS, gather updates on relevant issues, and provide statements and testimony.
- Track policies and legislative issues related to preservation and development at the local, state, and federal levels. Engage with other advocates, elected officials, and their staff, as necessary.
- Generate written content on advocacy initiatives for internal and external communications.
- Manage major preservation advocacy initiatives and ongoing PPS initiatives, including the PPS Planning and Architectural Review committee, Most Endangered Properties program, bi-annual Historic Preservation Awards, and the Historic Marker program.

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- Work with the Director of Education to develop and implement diverse educational initiatives to help build an informed audience.
- Manage and staff the Property Stewardship Committee; coordinate proposals for work at PPS's historic properties by applying best practices in property stewardship, the Secretary of the Interior's Standards, PPS's practices, and other relevant tools.
- Identify, develop, and manage relevant grant projects, as appropriate.
- Manage internship and volunteer projects that contribute to preservation initiatives.
- Seek opportunities locally, regionally, and nationally for promotion and coverage of advocacy issues and preservation work in Providence.

Required Qualifications

- High School Diploma, GED, or relevant work experience.
- At least five years of professional work experience, including some in an office.
- Excellent organizational, communication, and problem-solving skills.
- Proven "people skills," including the ability to interact with and motivate individuals.
- General knowledge of computers, photography, and grant-writing. Proficiency in the Microsoft Office Suite (Word, PowerPoint, Excel) and G-Suite (Gmail, Docs, Sheets).
- While performing the duties of this job, the employee must have the physical ability to occasionally move/lift objects that weigh as much as 30 lbs. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Desired Qualifications

- Knowledge of historic preservation principles and programs; Bachelor's degree in historic preservation, or a related field, is encouraged; Master's degree is preferred.
- Understanding and knowledge of rehabilitation practices and The Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings.
- Ability to speak Spanish or other languages.
- Experience with CRM or project management systems.
- Experience working with volunteers, community organizing, and creating educational and engaging public programs.
- Demonstrated experience with, and commitment to, work that advances race equity and social justice.

The ideal candidate will have excellent writing, speaking, organization, negotiation, and technology skills and the ability to meet multiple, overlapping deadlines. The character of applicants must be professional, energetic, organized, patient, self-motivated, and have skills to connect and work with people of diverse backgrounds.

Overview of the Providence Preservation Society

Founded in 1956, we are a non-profit membership organization with a recently reinvigorated mission to support and advocate for historic preservation, thoughtful design, and people-centered planning.

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Among the pioneers of the American historic preservation movement, we have had a major impact on the identity, appearance, and ethos of Providence, beginning with intervention in urban renewal efforts on historic College Hill in the 1950s and 60s.

We are working to have a racially diverse staff that serves our community by advancing workforce development, fostering a community of citizen preservationists and rehabbers, and advocating for important cultural and historical resources. PPS welcomes your application even if you do not possess all of the attributes listed above. The organization values both lived and on-the-job experience, and we consider these in all hiring decisions.

We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Currently, PPS has a 22-member Board of Trustees and a full-time staff of seven. Our headquarters is in the Old Brick School House (1769) in the College Hill National Historic Landmark District. With an operating budget of approximately \$600K and an endowment of approximately \$1.8 million, PPS maintains a current membership of approximately 500. More information and the 2021 Strategic Plan may be found at www.pvdpreservation.org.

Compensation and Benefits

The starting annual full-time salary range is \$42,000 to \$50,000, commensurate with experience. Part-time, remote employment will be considered for a period of time if the candidate is in the process of completing a degree program or has other extenuating circumstances. Eventually, residency in the Providence metro area is required.

We offer a generous and comprehensive employee benefits package because it's the right thing to do. Excellent benefits include health and dental options; Simple IRA retirement plan with 3% match; generous paid holidays and vacation; and the opportunity for remote work. A relocation stipend is available.

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To Apply

Interested candidates should submit a resume and cover letter to jobs@ppsri.org. Please indicate DEPUTY DIRECTOR OF PRESERVATION in the subject line of the email. Applications will be accepted until the position is filled, and we hope to fill the position as soon as possible.

As a small staff, we do not have a Human Resources department and cannot respond to every application. If you don't hear from us in a reasonable time, we apologize for the inconvenience. No calls at this time, please.