

January 13, 2020

1100 S. 5th Street, Ste. 319

Milwaukee, WI 53204

P: 414.220.0530

MPA Executive Director Position Description

The Milwaukee Preservation Alliance (MPA) invites applications for the full-time, salaried position of Executive Director.

MPA, a 501(c)(3) non-profit organization, is seeking a highly motivated professional to lead the organization through its next phase of growth and evolution. The ideal candidate will have thorough knowledge of historic preservation practices and experience in nonprofit fiscal and board management, including a track record with fundraising, strategic planning and organizational development. Experience with preservation advocacy, programs and events, and real estate transactions is preferred. This full-time, salaried position reports directly to the Board of Directors and is based at MPA's office at 1100 S. 5th Street, Milwaukee, WI 53204.

Founded in 2003, MPA is a growing and dynamic private, nonprofit, member organization devoted to promoting stewardship and awareness of the historic, cultural, and economic value of Milwaukee's built heritage. MPA aims to strengthen Milwaukee's neighborhoods by advocating for preservation in order to foster a strong and vibrant community. MPA is making preservation mainstream by demonstrating to residents, business owners, and building owners the link between historic preservation and viable economic development.

Responsibilities

Leadership:

- Preservation Advocacy: Serve as an articulate and effective spokesperson for the organization and as the lead public advocate for preserving Milwaukee's historic and architecturally significant environment.
- Work together with the Board of Directors on matters of strategy, governance and fundraising. Provide administrative support to the Board and its committees.
- Provide leadership in developing and initiating creative programs and organizational plans.

Fundraising and Funding Development

- Responsible for the identification, cultivation, solicitation and stewardship of individuals, foundations and corporate donors statewide to meet fundraising goals.
- Oversee donor communications that support the fundraising program and engagement and stewardship of donors, including fundraising collateral, and acknowledgement and recognition.
- Ensure MPA maintains the appropriate software to manage its donor and member database.

Communications and Outreach:

- Keep members and the community informed of MPA's activities by preparing timely communications via print, e-mail, website, and social media.
- Recruit and manage a strong cadre of volunteers. Ensures that policies and procedures are in place to maximize volunteer involvement.

Qualifications

Successful candidate will possess:

- Creativity, flexibility and a passion for advancing the mission of MPA.
- Bachelor's degree and 3-5 years of demonstrated success in fundraising and development, and nonprofit management. An advanced degree or professional certification in planning, historic preservation, law, or other related fields is preferred.
- A strong working knowledge of historic architecture, historic preservation rehabilitation techniques, and/or preservation policies at the local, state and national levels.
- Have significant administrative and volunteer management experience in a nonprofit setting and have experience working with a volunteer board.
- Excellent written and oral communication, including effective use of social media, and public speaking skills.
- Strong organizational and interpersonal skills and attention to detail with demonstrated ability to balance and prioritize and manage multiple projects and deadlines.
- Be a self-starter who is entrepreneurial, imaginative, well organized, and capable of functioning effectively in an independent environment.
- Proven track record in building and maintaining collaborative relationships with donors, foundations, grantors, diverse constituencies and stakeholders.
- Strong computer skills with advanced knowledge of Microsoft Office, including Word, Excel and PowerPoint. Candidates with proficiency with QuickBooks and managing a database preferred.
- Experience in event planning and execution.

This position requires a commitment to work a flexible schedule, including nights and weekends as required.

Compensation and Benefits

Starting compensation range is \$55,000 to \$65,000, with a monthly stipend of \$650.00 to assist with health care costs. The benefits package also includes sick time, paid vacation and paid holidays.

MPA is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. MPA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. Employee decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status, or any other status protected by the laws or regulations in the location where we operate. MPA encourages applicants of all ages.

How to Apply

Interested candidates should email a cover letter, resume, writing sample (1-2 pages) and two letters of reference to mpa@milwaukeepreservation.org. **Review of resumes will begin on February 3, 2020.** Your cover letter should describe why you are excited by this position, how your existing skills and experience would benefit MPA. Interviews will be scheduled on an as-needed basis for qualified applicants and will be held at the MPA office in Milwaukee.

Questions can be directed to

Dawn McCarthy, President Emeritus, dmccarthy@milwaukeepreservation.org
Milwaukee Preservation Alliance, 1100 S. 5th Street, Suite #319, Milwaukee, WI 53204