

MPA Executive Director Position Description

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

MPA, a 501(c)(3) non-profit organization, is seeking an energetic and creative individual to lead the organization through its next phase of growth and evolution. The ideal candidate will be an experienced nonprofit executive who possesses collaborative, strategic and entrepreneurial skills, and has experience in historic preservation with a deep commitment to the mission of the organization. This full-time, salaried position reports directly to the Board of Trustees and is based at MPA's offices 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.

The organization's ongoing efforts include advocacy and special events. MPA is governed by a ten-member Board of Trustees and is a Local Partner of the National Trust for Historic Preservation. MPA is developing an active volunteer base and works closely with numerous agencies and organizations at the local, state and federal level.

Position

The Executive Director will be a leader with an excellent grasp of nonprofit business operations and a vision for MPA's future that includes growth, engagement, and diversity. The Executive Director has overall strategic and administrative responsibilities while focusing on financial performance, community outreach, communications, and program development in order to fulfill MPA's mission. Duties include fundraising, marketing, and grant writing. The position reports to the Board of Directors.

Responsibilities

Leadership:

- Provide strong management, vision and collaborative leadership to support the organization's mission, values and goals.
- Work together with the Board of Directors on matters of strategy, governance and fundraising. Provide administrative support to the Board and its committees.

Fundraising and Funding Development:

- Develop and implement new fundraising strategies in cooperation with the Board's Membership & Development Committee including but not limited to: expanding membership programs; annual, major and planned giving; foundation and corporate giving; sponsorships, and programs/special events.

- Secure grants to support programs and operations, and track and follow up as required. Supervise and assist consultants in the completion of grant-funded projects.
- Oversee the maintenance and expansion of the database of current and potential members.

Preservation Advocacy

- Develop positions in collaboration with community organizations on critical preservation issues. Serve as a strong advocate in lobbying for local, state and/or national legislation.
- Respond to inquiries for information and assistance and to specific inquiries about preservation issues citywide, coordinating a response closely with SHPO, neighborhoods and elected officials.

Communications and Outreach:

- 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.
- Keep members and the community informed of MPA's activities by preparing timely communications via radio, 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.

Program and Financial Management:

- Provide leadership in developing and initiating creative programs and organizational plans with the Board of Directors.
- Effectively engage historically underrepresented communities.
- Work with the Board Treasurer and Executive Committee to provide support in preparation of the annual budget and manage the organization within the parameters of its annual budget

Real Estate Program

- Develop a robust Real Estate Program including gifts of real estate, easements, and tax credit partnerships to assist in meeting MPA's revenue goals.
- Foster and develop positive working relationships with property owners, developers, construction professionals, and preservationists to increase program participation.
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Board of Director Relations

- Engage with the Board in the development of long-term strategic plans, fund development plans, organizational plans and financial sustainability efforts.
- Apprise the Board of major efforts/activities of the organization through regular communication and reports to include, at a minimum, monthly written reports disseminated electronically, and verbal updates.
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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 non-profit 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 non-profit setting and have experience working with a volunteer board.
- Proven experience in nonprofit leadership, including public relations/ communications, staff supervision, financial management, compliance requirements, development, grant writing, marketing, and advocacy.
- 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 and QuickBooks, and managing a database.
- 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

This exciting opportunity offers the ability to make a significant impact leading and growing an established nonprofit committed to inspiring community awareness and stewardship as well as economic vitality through education, preservation, and celebration of our community's history. Starting compensation includes a competitive salary dependent on experience, and a benefits package that includes a stipend for medical insurance, 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 operated. 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 by May 15, 2019 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, Interim Executive Director
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