



PRESERVATION DIRECTOR

January 9, 2025

POSITION	Preservation Director
STATUS	Full Time, Exempt
SALARY	\$60,000-\$65,000
STARTING DATE	Immediate opening; Open until filled
REPORTS TO	Executive Director
LOCATION	Cincinnati, Ohio. In-office with flexibility for hybrid scheduling
BENEFITS	Full Benefit packages with <ul style="list-style-type: none">• Accrued Paid time off starting at 176 hours a year, bereavement, and parental leave• 13 paid holidays• Insurance includes medical, dental, vision, long-term disability, life• 403 (b) retirement plan with up to 5% match• Office is a Historic House, it is pet friendly and has free parking• Comp time for evening and weekend events and meetings• Workdays are typically 7.25 hours
DEADLINE	Initial review of applications will start on 1/23/25. Applications will continue to be accepted until filled.
SUBMITTAL	Send a cover letter, resume, and a national register or local historic designation report to hr@cincinnati-preservation.org

JOB DESCRIPTION

Cincinnati Preservation is a small nonprofit membership organization dedicated to advocacy education, and community building around the preservation of historic resources in the Greater Cincinnati area. This job description is for Cincinnati Preservation's Preservation Director. This key staff position is responsible for four main areas: 1) technical preservation information management; 2) easement program management; 3) historical documentation and 4) public education. The person in this position is the repository of institutional knowledge regarding the varied history of the Greater Cincinnati region's historical sites and structures.

Candidates must have knowledge of preservation history and historic designation processes both locally and nationally. They must be professional and organized, with the ability to work with committees and independently. A high degree of discretion, integrity, poise and tact is necessary. Candidates must possess excellent written, verbal, and interpersonal skills. A strong desire to work in a non-profit organization is preferred.



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The following responsibilities are those of the Preservation Director:

Technical preservation information management

- Serve as staff lead for technical preservation information.
- Maintain a list of companies, organizations, and individuals with the necessary skills to repair or renovate historic properties.
- Produce reports for the Board as assigned.
- Develop and maintain relationships with other organizations with whom Cincinnati Preservation can partner in support of shared goals and objectives.
- Represent Cincinnati Preservation at legislative meetings and hearings as an organization spokesperson on advocacy matters as needed.
- Represent Cincinnati Preservation in Section 106 consulting party reviews.

Easement Program Management

- Conduct yearly easement condition inspections.
- Consult with easement owners on technical building maintenance and treatment issues
- Maintain the physical and digital easement files as part of Cincinnati Preservation's permanent records.

Historical documentation

- Write up historic features of properties.
- Compose communications for homeowners, government agencies, and community organizations.
- Serve as the lead staff person in researching and writing local and national historic designations and reports.
- Serve as lead staff person that manages Cincinnati, Sites, and Stories.

Public Education

- Produce content for organizational communications including, newsletters, website and social media.
- Present as a speaker, panelist or at workshops for events, conferences, and meetings as assigned.
- Coordinate and execute educational events including lecture series, workshops and tours.

Team support

- Work with the Executive Director as an advocate for preservation in municipal planning efforts, projects involving historic properties, and in responding to threatened buildings.
- Support various Board committees as the main staff liaison.
- Support the Executive Director and other staff members in the execution of their responsibilities as needed. This includes participating in an all-hands-on-deck approach during critical time periods and routine daily support including answering telephone inquiries and greeting visitors.



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- Provide informational support to Cincinnati Preservation programs such as Sites of Black history and Underrepresented Communities, Cincinnati Sites and Stories, content for newsletters, social media, other communications including collaboration with Board committee members, interns and volunteers.

Required Qualifications:

- Self-Motivated with the ability to work independently
- Bachelors or Masters Degree or equivalent work experience in Historic Preservation or related discipline.
- SOI Professional Qualifications for Architectural History or Historic Architecture.
- Experience in research, writing and successfully listing historic register applications and all related documentation.
- Experience in historic survey work
- Experience and knowledge of preservation trades and appropriate treatment of historic materials.
- Experience in public speaking to a variety of audience types
- Working skills in Google for Business Suite, Microsoft Office Suite.

Essential functions:

- Frequent communication via phone, text, email, and letters.
- Typical office environment with desktop or laptop computers, printers, multifunction printer/scanner.
- Requires sitting for long periods. Occasional reaching, bending, and squatting.
- Lifting materials up to 25 pounds on occasion.
- Occasional local travel for site visits for stories and photography. Must be able to provide their own mode of transportation. Mileage is reimbursable.
- Other duties as assigned.
- Occasional evening and weekend meetings and events.
- Support the Executive Director and other staff members in the execution of their responsibilities. This includes participating in an all-hands-on-deck approach during critical time periods and routine daily support including answering telephone inquiries and greeting visitors.

Cincinnati Preservation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, sexual orientation, gender identity or gender-based pay), national origin, disability, age (40 or older), genetic information (including family medical history) or veteran status. Cincinnati Preservation actively seeks opportunities to include members of these groups in its programs and activities.