

St Petersburg Preservation
Executive Director Job Description
Approximately 20-25 hours/week Flexible
Salary \$23,000 - \$28,000 commensurate with education and experience.

POSITION DETAILS

St. Petersburg Preservation seeks a passionate leader with a strong voice, who can clearly and effectively make the case for protecting the places that make St. Pete special. Knowledge of St. Petersburg, historic preservation and allied fields, as well as non-profit experience is a plus. The work environment is very independent, so we are seeking someone who is well organized, self-starting and has an entrepreneurial approach. In addition, the position requires the ability to work collaboratively and persuasively with others, build partnerships with likeminded organizations, and manage committee members and volunteers. The position is a part time (20-25) hours a week with a flexible schedule. Evening and weekend time is necessary for events, public hearings and committee meetings.

The duties outlined below are not in order of importance and should be considered more of a guide than an actual "to-do" list. Responsibilities may expand with the successful growth of the organization. The executive director will work with the president and the board to determine the priorities.

General

- Develop and implement programming that fulfills SPP's mission, raises its profile, and generates income
- Communicate effectively with the board of directors, develop all materials for meetings, and assist with committee meetings.
- Oversee the maintenance of the website and social media programs
- Attend SPP meetings and events
- Maintain SPP's files & by-laws
- Oversee walking tour program and assist in guild training and program development
- Answer phone, emails, and respond to general inquiries
- File mandatory reports (corporate, charitable solicitations, etc.)
- Oversee responsibilities of part time Program Coordinator

Membership

- Develop recruitment and retention strategies
- Solicit new members and seek existing member renewals

Finance

- Work with Treasurer and committee chairs to develop annual budget
- Maintain QuickBooks

Development

- Identify grant opportunities and assemble grant applications
- Assist in developing and implementing fund raising program
- Assist in soliciting sponsors for Movies in the Park and other SPP programs

Advocacy

- Work with the committee to develop policy on general and specific issues

Develop advocacy programming and outreach
Assist in research of preservation issues
Assist in representing SPP at public hearings and neighborhood meetings, and to the media

Programs

With assistance of program committee, develop ongoing list of prospective speakers
Develop ongoing list of potential locations for porch parties
Direct program coordinator in all aspects of programs including: location, speaker, food and beverage, entertainment, tour guides, etc.

Marketing

Work with public officials and the media to keep SPP in the public eye
Solicit publicity for SPP and specific events
Speak to community groups about SPP programs and initiatives