



Executive Director

Position Type: Part-Time (40 hours per month)

Position Rate: \$50 per hour

Reports To: The Executive Committee & Board of Trustees

Location: Remote/Hybrid

About Preservation New Jersey

Founded in 1978, Preservation New Jersey (PNJ) is a statewide member-supported nonprofit organization dedicated to promoting the economic vitality, sustainability, and heritage of New Jersey's diverse communities through historic preservation advocacy and education.

PNJ works to protect and promote New Jersey's historic places through raising of public awareness, technical assistance, advocacy initiatives, educational programming, and partnerships with local communities, preservation organizations, and public agencies.

Position Summary

Preservation New Jersey seeks a visionary, strategic, and mission-driven Executive Director to serve as the organization's chief executive officer and lead its statewide preservation, advocacy, and educational efforts. The Executive Director is responsible for advancing the organization's mission by developing innovative programs, strengthening partnerships, expanding organizational capacity, and serving as the leading voice for historic preservation throughout New Jersey.

This position is responsible for implementation of the organization's strategic direction in partnership with the Board of Trustees while overseeing all aspects of operations, fundraising, financial management, communications, membership, and program delivery. The Executive Director will lead and oversee the organization's major initiatives, including statewide advocacy efforts, preservation policy development, educational programming, and new organizational initiatives that strengthen Preservation New Jersey's impact.

Working closely with the Board of Trustees, staff, volunteers, preservation partners, elected officials, and community stakeholders, the Executive Director will lead both the overall strategic vision and the day-to-day management of the organization, ensuring that Preservation New Jersey remains a strong, effective, and influential advocate for preserving New Jersey's historic places.

Executive Leadership and Organizational Direction

The Executive Director serves as the chief executive and principal advocate of Preservation New Jersey and is expected to actively drive the organization's vision, priorities, growth, and statewide impact. In addition to administering existing programs and routine operations; it requires a proactive leader who can identify emerging preservation needs, develop new initiatives, build partnerships, and move the organization's strategic agenda forward in coordination with the Board of Trustees.

As the organization transitions with a new Executive Director, it is understood that the incoming Executive will support the advancement of establishing a statewide preservation easement program and launching a comprehensive training program for historic preservation commissions, municipal officials, and preservation advocates. The Executive Director will also guide Preservation New Jersey's current advocacy agenda by monitoring legislative and policy development. Current advocacy priorities include supporting the continued reauthorization and funding of the federal Historic Preservation Fund; advancing improvements to the Federal Historic Tax Credit program; supporting state legislation for the protection and preservation of abandoned and neglected cemeteries; and developing and advocating for a New Jersey historic homeowner rehabilitation tax credit program.

While the position requires high-level leadership, the Executive Director must also be prepared to manage the practical and administrative responsibilities necessary to operate a state-level nonprofit organization. These responsibilities include developing and balancing budgets, managing grants and contracts, preparing correspondence and advocacy letters, maintaining organizational records, coordinating meetings, responding to public inquiries, and completing routine clerical and day-to-day operational tasks. The successful candidate must be equally comfortable setting statewide priorities, meeting with policymakers and funders, and directly completing the administrative work required to implement those priorities.

Essential Duties and Responsibilities

Executive Leadership & Organizational Management

- Manage all operations of Preservation New Jersey, ensuring the effective administration of programs, finances, communications, and daily operations.
- Develop and implement strategic initiatives in partnership with the Board of Trustees, including new preservation programs, advocacy efforts, and organizational priorities.
- Implement the Board of Trustees' policies, resolutions, and strategic priorities.
- Supervise, mentor, and evaluate staff, consultants, interns, and volunteers.
- Represent Preservation New Jersey before government agencies, elected officials, foundations, preservation organizations, community groups, and the public.

Preservation Leadership & Program Development

- Lead the development and implementation of Preservation New Jersey's signature initiatives.
- Identify emerging preservation issues and develop innovative programs that advance the organization's mission.
- Support the coordination of educational workshops, conferences, tours, webinars, and preservation programs throughout New Jersey.
- Organize the Annual Historic Preservation Awards program.
- Oversee the "10 Most Endangered Historic Places in New Jersey" program and related advocacy efforts.
- Work collaboratively with preservation partners, local organizations, state agencies, and allied organizations to strengthen preservation efforts statewide.
- Evaluate existing programs and develop new initiatives that increase Preservation New Jersey's visibility, impact, and sustainability.

Advocacy & Government Relations

- Serve as Preservation New Jersey's chief advocate on preservation policy and legislative initiatives.
- Develop and implement the organization's statewide advocacy agenda in consultation with the Board of Trustees.

- Build relationships with federal, state, county, and local elected officials and governmental agencies.
- Lead legislative outreach and lobbying efforts for preservation-related legislation at the state level.
- Serve as Preservation New Jersey's lead representative and state coordinator for National Historic Preservation Advocacy Week in Washington, D.C.
- Monitor legislation, regulations, and preservation policy affecting New Jersey's historic resources and prepare organizational responses and testimony as appropriate.

Fundraising & Financial Management

- Develop and implement comprehensive fundraising strategies to ensure the organization's long-term financial sustainability.
- Grow and strengthen the organization's membership program.
- Cultivate relationships with individual donors, corporate sponsors, foundations, and philanthropic partners.
- Lead fundraising campaigns, annual giving initiatives, and donor stewardship activities.
- Research, prepare, submit, and administer public and private grant applications.
- Coordinate and manage all awarded grants, ensuring compliance with funding requirements and reporting deadlines.
- Prepare and oversee the annual operating budget in partnership with the Treasurer and Board of Trustees.
- Monitor organizational finances and provide regular financial reports and recommendations to the Board.
- Ensure sound financial management practices and responsible stewardship of organizational resources.

Communications & Public Engagement

- Direct the organization's communications, branding, and public outreach efforts.
- Manage Preservation New Jersey's website and digital presence.
- Oversee social media strategy and content development.

- Produce publications, annual reports, and member communications.
- Serve as the primary media contact and spokesperson for the organization.
- Prepare official correspondence, advocacy letters, press releases, public statements, and organizational communications.

Board Relations & Governance

- Serve as the primary liaison between the Board of Trustees and organizational operations.
- Prepare agendas, reports, budgets, and supporting materials for Board and committee meetings
- Serve as an ex officio member of Board committees.
- Keep the Board informed regarding organizational operations, finances, programs, and emerging preservation issues.
- Assist with governance, policy development, strategic planning, and organizational evaluation.

Administration

- Oversee daily office operations and organizational administration; including management of two (2) part-time employees; and the easement program manager;
- Maintain organizational records, contracts, policies, and operational procedures.
- Respond to inquiries from members, preservation organizations, government agencies, donors, and the public.
- Ensure compliance with nonprofit governance requirements, grant agreements, contracts, and applicable federal and state regulations.
- Balance strategic leadership responsibilities with the day-to-day administrative and clerical functions necessary to operate a successful statewide nonprofit organization.

Qualifications

- Graduation from an accredited college or university with a bachelor's degree in historic preservation, public administration, nonprofit management, planning,

history, architecture, business administration, public policy, or a related field. A master's degree is preferred.

- Minimum of seven (7) years of progressively responsible leadership experience in a nonprofit organization, preservation organization, museum, government agency, or related field, including at least three (3) years in a senior management or executive leadership role.
- Demonstrated experience in organizational leadership, strategic planning, and implementing board-adopted goals and initiatives.
- Proven success in fundraising, donor cultivation, grant writing and administration, membership development, and financial management.
- Strong knowledge of historic preservation principles, programs, funding sources, tax incentives, easements, and preservation policy at the local, state, and federal levels.
- Experience leading public policy, legislative advocacy, coalition-building, and government relations, including representing an organization before elected officials, government agencies, and partner organizations.
- Demonstrated ability to develop and launch new programs and initiatives that advance organizational mission and statewide impact.
- Experience supervising staff, consultants, interns, and volunteers while fostering a collaborative and inclusive organizational culture.
- Excellent written, verbal, and public speaking skills, with the ability to communicate effectively with board members, donors, government officials, community organizations, media, and the public.
- Strong organizational, administrative, and project management skills, with the ability to manage multiple priorities, budgets, deadlines, and complex initiatives simultaneously.

- Working knowledge of nonprofit financial management, budgeting, grant compliance, and organizational governance.
- Proficiency with Microsoft Office, CRM or donor management systems, website content management systems, email marketing platforms, social media, and virtual meeting platforms.
- Demonstrated ability to work independently, exercise sound judgment, solve complex problems, and balance strategic leadership with the day-to-day operational responsibilities of a small nonprofit organization.
- Possession of a valid driver's license and the ability to travel throughout New Jersey and, as needed, nationally for meetings, conferences, and advocacy activities.

Compensation & Schedule

This position is designed to offer flexibility while supporting the operational needs of Preservation New Jersey. Based on the organization's current operating budget, the position is anticipated to require **approximately 40 hours per month**. As Preservation New Jersey continues to expand its programs, fundraising, and organizational capacity, it is anticipated that both the scope of work and the number of hours for this position will increase over the next year.

Work hours are flexible and may be scheduled in coordination with the Executive Director and organizational priorities. However, the following commitments are required:

- Participation in one (1) mandatory staff meeting each week to establish priorities, review ongoing projects, and coordinate organizational activities.
- Availability for one to two (1–2) hours of virtual office hours each week to respond to member, partner, and public inquiries and provide constituent assistance.

This is primarily a remote position, with periodic in-person attendance required for meetings, programs, advocacy activities, and major organizational events throughout New Jersey. Required in-person events include, but are not limited to:

- 10 Most Endangered Historic Places Announcement (May)
- Annual Membership Meeting (July)
- Historic Preservation Awards Ceremony (November)

- Additional board meetings, legislative visits, advocacy events, conferences, workshops, or organizational programs as assigned.

The hourly rate for this position is **non-negotiable**.

Preservation New Jersey **does not reimburse mileage or routine travel expenses** associated with the position. However, reasonable, pre-approved program-related expenses incurred on behalf of the organization may be reimbursed, subject to available budget, organizational policies, and prior authorization by the Executive Committee or Board of Trustees.

How to Apply

Please submit a resume and brief cover letter describing your interest in Preservation New Jersey's mission and relevant experience to info@preservationnj.org by September 4, 2026.

Note: Interviews and selection process will NOT begin until after the application deadline.