

Executive Director

U.S. National Committee of ICOMOS

Position Details

Type: Full Time
Offered by: US/ICOMOS
1307 New Hampshire Avenue, NW, Washington, DC 20036
Salary: Salary Dependent Upon Experience
Exempt position
Deadline: May 2, 2016
For information: nominations@usicomos.org
<http://usicomos.org>

Position Reports To: Board of Trustees

Position Description: Executive Director

The Executive Director is responsible for leadership and management of the U.S. National Committee of ICOMOS (US/ICOMOS), reporting to the Board of Trustees. Working in concert with the Trustees, staff and volunteers, the Executive Director is charged to move US/ICOMOS forward in the development and implementation of internal and external goals reflecting the vision, mission and business plan of US/ICOMOS. The Executive Director is responsible for planning, organizational growth, financial oversight, fundraising and implementation of programs in the organization's key focus areas of advocacy, development, and education. The Executive Director serves as a credible and enthusiastic spokesperson for stewardship of our cultural heritage. Along with the Board of Trustees, the Executive Director employs new and traditional media, public presentations, and communications to advance the mission of US/ICOMOS. A comprehensive outline of the qualifications and responsibilities of the US/ICOMOS Executive Director is found below.

How To Apply

Applicants should submit electronically a letter of interest, three professional references, and supporting documents addressing the qualifications and responsibilities specified to nominations@usicomos.org. Please indicate "Executive Director Recruitment" in the email-subject line. **Please submit all applications by close of business on May 2, 2016.**

**Executive Director
U.S. National Committee of ICOMOS**

Major Qualifications: The ideal candidate will have

- Significant and proven leadership skills developed through several years in senior management e.g. diplomatic, understanding and innovative with high energy level.
- Excellent organizational development, interpersonal, marketing, communication, administration and personnel management skills; ability to effectively utilize technology in support of these skills.
- Experience in not-for profit organizations, development, historic preservation, law, politics, business, conservation, or planning a plus. Understanding of not-for profits and experience working with and developing boards of directors and volunteers essential.
- An affinity for working with a culturally and politically diverse constituent base, board of trustees, donor base and international colleague network.
- An ability to move seamlessly within the business, government, environmental and not-for -profit communities, working with elected and appointed officials at all levels of government.
- A commitment to quality programs and data-driven program evaluations; excellent analytical skills.
- An ability to build collaborative ventures and relationships with diverse constituents.
- Experience managing a complex budget and setting and achieving strategic objectives.
- Success at fund development, including knowledge of and success in attracting government, foundation and corporate grants; ability to identify, steward and solicit individual donors.
- Excellent written and communication skills in English and, preferably, one additional language (French, Spanish, Arabic); a persuasive and passionate communicator, both written and oral; strong presentation and motivational skills.
- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to not-for-profit business planning. An ability to raise the visibility of the organization through successful marketing including expansion of the membership base.
- An ability to travel domestically and internationally.
- Zeal for the mission of US/ICOMOS.

Primary Responsibilities:

Board of Trustees

- Work with a national board of trustees representing a broad range of disciplines to forge inclusive, timely, and effective policies and programs for the US/ICOMOS.
- Through US/ICOMOS's committee structure, promote and engage Trustees in critical thinking, strategic planning, fundraising and financial development, membership expansion and overall organizational health.
- Manage and contribute to internal efforts aimed at improving US/ICOMOS's policies, procedures, and governance.
- Support trustees, international officers and members in representing US/ICOMOS in other national and international projects and forums that further the strategic priorities of US/ICOMOS.
- Provide the Board of Trustees, membership and partners with information and research essential to furthering the mission of US/ICOMOS.
- Report regularly to the Executive Committee and Board on US/ICOMOS plans and performance.

Fiscal Management

- Direct financial activities and achieve strategic objectives based on plans and policies developed in concert with the Board of Trustees.
- Prepare and manage the organization's annual budget and oversee the management of invested funds in collaboration with the Treasurer.

- Establish rigorous accountability standards for grant allocation and budget tracking for the flow of funds in the organization.
- Engage with the Treasurer and Executive Committee in fiscal planning, including the management of expenses and the diversification of funding sources.
- Initiate and build collaborative ventures and partnerships to further the organization's mission. Assure US/ICOMOS compliance with funders and regulatory bodies.
- Present annual budget and quarterly financial reports to the Executive Committee and Board of Trustees.

Program Planning and Implementation

- Promote historic preservation and ensure excellence in US/ICOMOS's focus on advocacy, development, and education.
- Oversee and guide the creation of the US/ICOMOS's organizational and program plans.
- Position US/ICOMOS as an effective, vital historic preservation organization.
- Maintain relationships with local, state, national, and international preservation organizations keeping US/ICOMOS connected to major preservation initiatives.
- Identify and define the preservation challenges and opportunities in the United States and abroad, and work with colleagues, staff, and trustees, to formulate constructive policies and programs to address them.
- Implement and manage programs that demonstrate the key role preservation plays in achieving the conservation of heritage resources and contributions to sustainable development.
- Ensure the representation of US/ICOMOS concerns to policy makers, elected officials, task forces, advisory committees, planners and funding bodies.
- Create, support and distribute to the Board of Trustees timely program evaluations.

Fundraising, Marketing and Membership

- Play a key leadership role in fundraising events and the cultivation and solicitation of major donors.
- Implement creative strategies to significantly increase and sustain membership in support of the organization's mission.
- Develop and sustain a diverse funding base with a focus on individual donor, foundation, government agency and corporate giving.
- Raise the visibility of US/ICOMOS through the planning and implementation of a marketing campaign geared to its various constituencies as well as the general public.
- Initiate educational outreach to the preservation community and general public.
- Interface with government officials, particularly those setting policy as it pertains to cultural resources.

Operations and Human Resource Management

- Establish and maintain appropriate systems for assessing organizational, staff, and volunteer performance.
- Report regularly on organizational and programmatic performance.
- Recruit, motivate and empower a professional staff and volunteers and direct and coordinate their implementation of program plans.
- Develop and monitor human resource policies and procedures, including training, career development, and performance management for all staff and volunteers.
- Support inclusive annual operations and program planning processes and ensure planning decisions are used in setting annual and measurable goals and objectives.
- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication on a formal and informal basis, teamwork, and a common organizational vision.

Other Duties as Assigned.