



Executive Director Job Description

The Architectural Heritage Center (AHC) is located in Portland, OR and owned and operated by the Bosco-Milligan Foundation, a 501c3 organization. Our goal is to empower people to discover and preserve Portland's historic and culturally significant places. We envision that, through our programs and advocacy, people across the Portland Metro Area will embrace preservation and reuse as a key component in creating equitable, livable, and sustainable communities.

Our key values are:

Stewardship: Ensure that future generations inherit the buildings and spaces that reflect their roots, tell our story, and create a meaningful sense of place.

Inclusion: celebrate and support the full spectrum of Portland's cultural diversity in our work, and in our organization.

Livability: champion the fact that retaining and repurposing existing buildings is the fastest way to create housing without losing the walkability, cultural identity, and grace of our neighborhoods.

Sustainability: promote the essential role of restoration and reuse in our fight to lower carbon emissions and reduce landfill waste. Buildings are our biggest renewable resource!

Our work includes:

- Exhibits on our city's architecture and history.
- Walking tours of our city's historic neighborhoods.
- Telling the full story of our city's built history.
- Talks and workshops related to Portland history, architecture, and appropriate restoration.
- Advocacy with local and state leaders.
- Tools and a Resource Guide for saving historic places.
- Maps to explore Portland's architecture and history.

The AHC operates a vibrant educational center, exhibition gallery, library/archives, and offices in a restored historic building in Portland that the organization owns and maintains.

The Executive Director will lead and manage all BMF/AHC functions, including historic preservation policy advocacy campaigns, fundraising, donor and grantor relations, educational and community building programs and events, technical preservation assistance, and

conservation and exhibition of BMF's collections and the AHC building. The Executive Director will be an active public speaker and representative of BMF/AHC. The Executive Director reports to the Board of Directors.

Desired attributes, skills, and experience include:

- Commitment to and passion for preservation of both architecturally significant and culturally important historic buildings and places;
- Financial management, budgeting and forecasting;
- Proven ability in donor relations, fundraising, and grant management;
- Proven ability to work with a small staff and community/member volunteers;
- Effective engagement in advocacy including public speaking and relationship building;
- Familiarity with Portland and Oregon context and issues relating to historic landmarks, districts, preservation, and related land use, and;
- Post-graduate degree in, equivalent experience/education in, or demonstrated commitment to, historic preservation or preservation-related public policy, advocacy and publicity, urban planning, community organization, non-profit management, exhibit management, or other related areas.

FTE salary range of \$85,000 to \$95,000, negotiable based on experience. Benefits are competitive with Portland area non-profits.

For consideration, please send credentials, including resume, references and compensation expectations addressed to BMF Selection Committee, at the Architectural Heritage Center, 701 SE Grand Ave, Portland, OR 97214 or by e-mail to jobs@visitahc.org by March 1, 2024.

Job Conditions

The work environment is a small, busy office, with the option of working from home a portion of the time. The noise level in the work environment is usually low to moderate. While performing the duties of this job, the Executive Directory is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use. The employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

The AHC/BMF is an equal opportunity employer.