



Role: Preservation Action | Director of Operations and Development

Employment Type: Part-time Employee (20 hours per week)

Location: Remote (Washington D.C. Area/Commuting Distance)

Rate of Pay: \$40.00 per hour (not a contractor position)

ABOUT THE POSITION

The Director of Operations and Development serves as a key organizational leader for Preservation Action and the Preservation Action Foundation, overseeing financial and administrative operations, board relations, fund development, and Washington, D.C.-based advocacy coordination and representation. Key programs this role contributes to include National Historic Preservation Advocacy Week, Preservation Action Foundation Auction, Preservation Roundtable, Bruce MacDougal Advocacy Scholars, and Congressional Briefing. The ideal candidate will independently manage multiple organizational functions, build relationships with board members and donors, and represent the organizations effectively with preservation partners and federal policymakers.

This position reports to the Preservation Action Board Chair, and collaborates with the Associate Director, Honorary President, contractors, boards and committee chairs. This role is employed by Preservation Action and also has certain cost-share roles and responsibilities for the Preservation Action Foundation and the Preservation Action Political Action Committee.

Preservation Action is a fully remote operation however partner meetings, Congressional visits, and P.O. Box are located in Washington, D.C.. Candidates must be able to routinely commute to Washington, D.C. for these functions, and occasionally be available for outside travel.

ABOUT THE ORGANIZATIONS

Preservation Action is a 501(c)4 nonprofit organization based in Washington, D.C., created in 1974 to serve as the national grassroots lobby for historic preservation. Preservation Action seeks to make historic preservation a national priority by advocating to all branches of the federal government for sound preservation policy and programs through a grassroots constituency empowered with information and training and through direct contact with elected representatives. In 2024, the organization formed the Preservation Action Political Action Committee (PAC), the only federal PAC in preservation.

The Preservation Action Foundation, founded in 1998 as the Center for Preservation Initiatives, is a registered 501(c)3 charitable nonprofit organization founded in 1998. Preservation Action Foundation is the vehicle through which the Preservation Action fulfills its educational and charitable mission.

DUTIES

Operations

- Serves as the main point of contact for Preservation Action, responsible for general operations.
- Manages all financial matters for Preservation Action, Preservation Action Foundation, and Preservation Action Political Action Committee in collaboration with contracted accountants, lawyers, staff, and board.
- Manages governing documents, including bylaws and operational policies, and coordinates with board committees to develop updates.

Representation and Coordination

- Leads the coordination of Preservation Action, Preservation Action Foundation, and the Preservation Action Political Action Committee's Washington D.C.-based activities, particularly in regard to collaborating with partner organizations and presence on Capitol Hill to promote preservation-friendly federal policies.
- Represents the organizations at Washington D.C.-based meetings/conferences, in coordination with Chair, Honorary President, and Associate Director.
- Promotes opportunities for interaction with other organizations/agencies/individuals to utilize the grassroots organizational strengths of Preservation Action.

Communications

- Coordinates with consultants, advocacy partners, and Associate Director to implement communications strategies to align with the organization's mission and voice.
- Contributes to and reviews marketing/advocacy materials, website, and social media.

Board Relations

- Manages board relations, governance, communication, and training.
- Creates agendas for board meetings and assembles detailed staff presentations in coordination with the Board Chair to ensure advancement of organization's mission and strategic interests.

Development

- Sets fund development goals aligned with annual budget and strategic plan in coordination with Board Chair and Development Committee; serves as primary contact and steward for major donors and foundations; identifies grant funding opportunities and prepares grant proposals.
- Presents quarterly financial reports to boards and keeps boards informed of fundraising activities and needs.
- Co-manages the member and donor database (Donorsnap) with the Associate Director.

Other tasks as mutually agreed upon and assigned.



Essential Qualifications

- Ability to oversee multiple functions, remote and hybrid operations, and work independently.
- Comfortable representing an organization publicly.
- Strong written and verbal communication skills.
- Ability to contribute to organizational messaging, newsletters, social media, marketing materials, and other public-facing content.
- Collaborates and works effectively with staff, consultants, volunteers, board members, donors, and external partners.
- Familiarity with bookkeeping, banking, restricted funds, and financial reporting.

Preferred Qualifications

- Knowledge of historic preservation practices and policies.
- Experience in nonprofit management, operations, or administration.
- Experience managing nonprofit budgets and financial operations.
- Demonstrated experience with nonprofit fundraising.
- Experience maintaining or overseeing an organizational website.
- Experience representing an organization with government officials, policymakers, coalitions, or partner organizations.
- Familiarity with Washington, D.C., Capitol Hill, federal policy, or advocacy organizations
- Ability to build and maintain relationships with national organizations and grassroots partners.

Education

A bachelor's degree in nonprofit management, public administration, communications, history, historic preservation, public policy, business, or a related field is preferred, or substantial relevant professional experience.

Approximate Division of Hours

	Monthly Hours
Operational Duties	10
Representation and Coordination	20
Communications	10
Board Relations (Including Board and Committee Meetings)	10
Development	30
	80

TO APPLY

Please submit a cover letter accompanying your resume/CV via email to chair@preservationaction.org.