



# Historic Albany Foundation

**POSITION:** EXECUTIVE DIRECTOR  
**TYPE:** FULL-TIME, SALARIED  
**LOCATION:** ALBANY, NEW YORK

## **OVERVIEW**

Historic Albany Foundation (HAF) is seeking a creative nonprofit executive to lead the organization and establish a renewed vision for its future. The ideal candidate will be an experienced director, possess collaborative, strategic and entrepreneurial skills, and have a passion for historic preservation and a deep commitment to the mission of the organization. This full-time, salaried position reports directly to the President and Board of Directors and is based at HAF's offices at 89 Lexington Avenue in Albany.

Established in 1974, Historic Albany Foundation is a private, nonprofit, membership organization whose mission is to preserve and protect buildings that have architectural, historic, or civic value. HAF fulfills this mandate through technical assistance, education, and advocacy. The organization's ongoing efforts include lectures and tours, workshops, special events, an awards program, technical and research expertise, publications, and operation of the retail Architectural Parts Warehouse. Notable successes have included advocating for the redevelopment of Wellington Row, acquiring and protecting the Van Ostrande-Radliff House, and partnering on Breathing Lights, a multi-city art installation project that raised awareness of the issue of vacant buildings.

HAF is governed by an eighteen-member Board of Directors and benefits from the guidance of a thirteen-member Advisory Board. The staff currently comprises an Interim Administrator, a Technical Services Director, an Outreach, Programming and Membership Coordinator, and a Warehouse Manager. HAF works closely with an active volunteer base and an energetic Young Urban Preservationists group.

## **RESPONSIBILITIES**

Lead HAF's dedicated team of employees, consultants and volunteers, work collaboratively with the Board of Directors and Advisory Board, and serve as staff representative on Board committees.

With the Board, create a unified vision for HAF with short- and long-term plans to build organizational capacity.

Define and execute HAF's programmatic agenda, including preservation, advocacy, and education efforts.

Prepare and monitor HAF's annual operating budget of approximately \$350k, oversee all financial accounting and reporting, and ensure compliance with state and federal regulations.

Expand HAF's development and marketing program, including membership, annual and major giving, planned giving, corporate sponsorships, and programs and special events.

Serve as an articulate and effective spokesperson for the organization and the lead public advocate for preserving Albany's historic built environment.

Build mutually supportive relationships with the city's diverse neighborhood groups. Nurture positive working relationships with local, state and federal government agencies and decision-makers, as well as with the region's developers and builders. Partner with other community, cultural and educational organizations to address issues such as the city's vacant building crisis.

Implement plans for HAF's Van Ostrande-Radliff House to raise funds for its stabilization and restoration, promote its history and significance, and seek a partner to establish in it an appropriate adaptive use.

Execute and enhance the business plan for the Architectural Parts Warehouse and identify opportunities for related new ventures.

## **QUALIFICATIONS**

Proven experience in nonprofit leadership, including managerial best practices, staff supervision, human resources, organizational planning, financial management, compliance requirements, governance, development, marketing, and external affairs.

Outstanding interpersonal skills, including political savvy and facility for building positive relationships with diverse individuals and communities.

Comfort with public speaking and addressing the media and strong written and oral communication skills.

Degree in historic preservation or other relevant field preferred. Understanding of and ability to communicate knowledgeably about preservation policies, principles and issues required. Knowledge of Albany and/or New York State a plus.

Capacity to think analytically, strategically and entrepreneurially.

Ability to both lead and be a team player, to handle diverse tasks in an organized and efficient manner, and to perform well in time-sensitive situations.

Willingness to work a flexible and varied schedule and travel as needed.

Proficiency with office technology and software. (HAF currently uses MS Office for Windows, Google Drive, Donor Tools, SquareSpace and QuickBooks.)

## **COMPENSATION**

Starting salary range \$60k-70k plus benefits, based on qualifications and experience.

## **TO APPLY**

The position is open until filled.

Send résumé with cover letter, three professional references, and salary requirements to Kimberly Konrad Alvarez, Board President, at [jobs@historic-albany.org](mailto:jobs@historic-albany.org) with "HAF Executive Director" in the subject line.

No phone calls, please.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, or veteran status.

## **ABOUT ALBANY, NEW YORK**

Located on the Hudson River in Upstate New York, the City of Albany is the State Capital as well as home to prominent medical centers, established industries, growing technology and research firms, and numerous institutions of higher education. It is also a city of diverse residential neighborhoods, vibrant cultural institutions and a creative economy, and evolving commercial and industrial areas that are attracting start-ups, co-work spaces, craft brewers and distillers, and unique shops and restaurants. The area has an abundance of parks, nature preserves, and hiking/biking trails, along with easy access to the surrounding rural communities, to the Hudson River, Mohawk Valley and Lake George, and to the Berkshires, Catskills and Adirondacks. At the center of a major geographic region, Albany is within approximately thirty minutes of Hudson, Troy, Schenectady and Saratoga Springs and three hours of New York City, Boston and Montreal.