

# **The Historic Preservation Foundation of North Carolina, Inc. dba Preservation North Carolina**

## **Job Description: Regional Director of the PNC Western Office**

The Regional Director of Preservation North Carolina's (PNC) Western Office is the principal administrator of the organization's Endangered Properties Program (EPP) activities in the western region of the state, with primary responsibility for buying and selling (with covenants) historic properties in the region, obtaining easements, generating donations of properties for resale, promoting historic preservation and PNC in the region, tracking the existing protected properties in the region, and managing the administrative aspects of the PNC Western Office.

Work includes identifying significant historic properties in need of protection; acquiring such properties or obtaining an easement; providing the headquarters staff with the marketing information for revolving fund properties; securing buyers for revolving fund properties; ensuring that appropriate and adequate covenants protect the properties; promoting historic preservation and PNC through speaking engagements and active involvement in preservation issues; promoting membership in PNC in the region; managing the Western Office and maintaining financial, property, and general administrative records. The Regional Director of the PNC Western Office supervises any staff, interns, or volunteers assigned to the Western Office.

The Regional Director of the PNC Western Office reports to the President and works closely with the President on budgeting and administrative matters; the Properties Director and HQ staff on property acquisition, easements and planned giving, marketing, and sales; and the President on property protection and development projects.

### **Essential Functions:**

#### **1. Protect historic resources in the western region of North Carolina**

- Work in the field and with members and volunteers to locate historic properties that meet the organization's EPP criteria.
- Secure the acquisition of historic properties through options to purchase, fee simple purchase, bargain sale or donation, or obtain preservation easements on properties.
- Complete Property Data Reports for HQ staff for both revolving fund and easement properties.
- Show revolving fund properties and work with potential buyers to secure the sale and protection of the properties.
- Provide technical assistance to local organizations or individuals working to protect significant historic properties, especially purchasers of endangered historic properties.
- Enter the organization into partnerships with local organizations or individuals, as appropriate and necessary, to ensure the protection of significant historic properties.
- Ensure the photographic documentation of all properties purchased, sold, or otherwise protected by the region's efforts or participation, being sure all are sent to the HQ staff.
- Manage the region's protected properties as the liaison for property owners including speaking with buyers at resale, working with owners under active rehabilitation agreements, addressing property issues and concerns, and reviewing appropriateness of proposed changes to properties.

- Conduct and/or oversee property inspections of protected properties with the region and send completed forms to HQ staff.

## **2. Obtain donations of real estate to the organization**

- Identify potential property donors, cultivate relationships with potential donors, and secure donations of real estate when possible, to ensure the recapitalization of the revolving fund.

## **3. Promote historic preservation and Preservation North Carolina within the region**

- Be an active voice for historic preservation and rehabilitation in the public forum.
- Generate public interest in the EPP work, and the protection of historic properties in general, through interviews and presentations to community groups.
- Promote and increase membership in PNC within the region.
- Promote the activities, projects, and interests of PNC within the region.
- Work with the President, Director of Development, and other PNC staff members on projects or fundraising initiatives in the region.

## **4. Manage the PNC Western Office**

- Work with the President to develop, administer, and achieve a balanced annual budget for the PNC Western Office.
- Manage the Office's financial and property transactions, ensuring that appropriate and adequate records are kept and transferred to the HQ Office in a timely manner.
- Make quarterly reports to the Board of Directors on the activities of the PNC Western Office.
- Supervise any staff, volunteers or interns assigned to the PNC Western Office.

### **Additional Duties and Responsibilities:**

- Assist with other organizational needs, such as mailings, workshops, special events, and annual meeting, as needed.
- Other tasks as instructed by the President.

**Work location and schedule:** This is a full-time salaried position at the PNC Western Office, currently located in Shelby. (The location of the office is subject to change upon agreement of the President and the Regional Director.) With the exception of field work and meetings, presence at the Western Office during office hours is generally expected with the flexibility to work remotely as agreed upon. Due to the nature of property work, some evening and weekend work may be required.

**Reports to:** President.

**Supervises:** Interns and volunteers.

**Qualifications:** A degree in Historic Preservation, Architectural History, American History, Law, Business, City Planning, or a related field and at least two years of experience in preservation or real estate work, or an equivalent combination of education and experience; a North Carolina real estate broker's license (or ability to obtain within six months of employment); strong oral and written communications skills; the ability to work with a variety of people from different backgrounds; willingness and ability to travel within the state; willingness and ability to work occasionally on weekends and/or evenings as needed; and adept knowledge of computer systems and data and word processing software (MS Word, Excel, PowerPoint, Outlook and Office365).

Equal opportunity employer.