

## POSITION SPECIFICATION

<b><u>POSITION TITLE:</u></b>	President
<b><u>REPORTING TO:</u></b>	Board of Directors
<b><u>LOCATION:</u></b>	Chicago, Illinois
<b><u>THE COMPANY:</u></b>	<b><i>Landmarks Illinois</i></b> <a href="http://www.landmarks.org">www.landmarks.org</a>

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### ***To preserve, protect, and promote architectural and historic resources in Illinois through advocacy and education.***

#### **Landmarks Illinois Mission Statement**

Founded in 1971 in response to the demolition of Adler and Sullivan's masterpiece old Chicago Stock Exchange Building, Landmarks Illinois is the state's leading voice for historic preservation and has saved countless of its architectural and historical treasures. It has grown to become a 2,500-member statewide organization and is an active partner of the National Trust for Historic Preservation.

For the past 40 years Landmarks Illinois has succeeded in preserving, protecting and advocating for Illinois' architecturally and historically significant buildings and neighborhoods. Landmarks Illinois:

- Educates the public and elected officials about the importance of historic preservation.
- Sustains programs that support and facilitate thoughtful redevelopment.
- Proactively develops initiatives that positively impact public policy and the needs of Illinois' historic resources so that they continue to contribute to the economy, tourism and quality of life.

With an annual budget of approximately \$1 million and a full-time staff of 5 plus part-time staff and interns, Landmarks Illinois is the most respected voice of preservation in Chicago and all of Illinois. Landmark Illinois has established a variety of programs to save buildings by facilitating, educating and promoting historic preservation:

#### ***Facilitate:***

- **Saving Buildings-** Identify threatened buildings and assist in efforts to protect, restore and reuse historic properties. Over the past 40 years, Landmarks Illinois has helped save numerous historic buildings through its advocacy, including:
  - *Notable examples-* Chicago Theatre, Reliance Building, Medinah Temple/Tree Studios, Hotel St. Benedict Flats, Marquette Building, Mumford House (Urbana), Lakeshore Athletic Club
  - *Farnsworth House-* Joint purchase in 2003 with the National Trust for Historic Preservation, as part of unique effort to keep the Farnsworth House at its original location. Now owned and managed by the Trust.
- **Grant Making-** Provide matching grants for the restoration of historic properties throughout Illinois, including the County Courthouse Grants and Preservation Heritage Fund Grants.

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- **Endangered Properties Lists-** Assist local communities and advocacy groups in preserving threatened properties by developing and promoting the annual “10 Most Endangered Historic Places in Illinois.”
  - **Preservation Easement Program-** Monitor more than 500 preservation easements throughout Illinois.

***Educate:***

- **Lectures, Tours and Workshops-** Free monthly lecture series on preservation topics held at the Chicago Cultural Center. Work with local partners to provide tours of Chicago’s preservation success stories.
- **Radio-** Monthly radio broadcast reaches 75 stations in Illinois.
- **Restoration Resources Guide-** Directory of consultants, craftsmen, and other preservation specialists maintained on the Landmarks Illinois website.

***Promote:***

- **Advocacy-** Pro-active in the politics of preservation.
- **Marketing Preservation-** Develop and implement promotional campaigns to broaden understanding of and promote wider participation in preservation issues.
- **Richard H. Driehaus Foundation Preservation Awards-** Annual awards event honoring the year’s top Illinois preservation success stories.
- **Surveys and Studies-** Develop and implement a range of surveys and studies through partnerships in the field that examine timely issues in preservation. In the past, studies have ranged from demonstrating the potential adaptive re-use of threatened properties to analyzing the impact of state income tax credits for rehabilitation of historic properties.

The current President, Jim Peters, has announced he will leave his post at the end of October. Peters, who joined the organization in 2001 (and was promoted to President in 2008) is leaving to consult and teach in the field of historic preservation. Board member and preservationist Jean Follett will act as interim President.

**POSITION SUMMARY:**

Landmarks Illinois is seeking a President who will be highly visible and the public face of the statewide organization. He/she will build on the organization’s past successes, expand reach and influence statewide and broaden support for the organization and its programs. Based in Chicago, the President, reports to the Board of Directors through the Chair. Landmarks Illinois has a 15-member Executive Committee and a total Board of approximately 33 prominent business and community leaders from throughout the state.

The President will oversee a \$1 million operating budget, including over \$600,000 in annual fundraising from events, individual membership, and contributions and major gifts. In addition, grant monies represent over \$212,000 annually. The remainder of the budget is generated by investment income and the easements program.

The President manages 4 full time staff, as listed below:

***Direct Reports:***

- Director of Advocacy
- Director of Grants and Easements
- Director of Events; Special Assistant to the President
- Director of Communications and Membership

**SCOPE AND RESPONSIBILITIES:**

The new President will support and advance the vision, mission, guiding values, and programs of Landmarks Illinois. Specific responsibilities include:

***Strategic Leadership:***

- Develop a comprehensive fundraising plan that supports the current and longer-term goals of the organization, lead relationship-building and cultivation of potential donors and ensure appropriate internal systems are in place to support the program.
- Provide inspired leadership through a strategic vision, working with staff on implementing, evaluating, and sustaining existing programs and initiation of new programs.
- Promote state-wide growth by establishing the downstate office and a statewide advisory board. Implement strategic plan completed in June 2011.
- Monitor and help lead emerging discussions regarding preservation as a means for change and development, as opposed to preserving the past only.
- Working with the Board, continue to improve the preservation easement structure and program. Coordinate legal issues in relationship to IRS easement changes.

***Programmatic Leadership:***

- Advance the cause of preservation in Illinois by overseeing annual lists of endangered properties and being pro-active in the politics of preservation.
- Prioritize programs and services and identify key new initiatives linked to the mission.
- Manage the organization's varied initiatives, advocacy efforts, and recognition programs including:
  - Preservation Heritage Fund
  - Preservation Easement Program
  - Richard H. Driehaus Awards Dinners
  - Preservation Gala
  - Numerous task forces

***Management/Financial Administration:***

- Develop and present to the Board an annual plan for a balanced budget, and carry out approved operating budget. Ensure sound budgetary and financial management. Develop risk management plan for finances and for human resources.
- Assess the current infrastructure and human resources to ensure that Landmarks Illinois has appropriate capacity and the right resources for serving as a statewide organization.
- Refocus staff efforts on prioritized programs and initiatives, and create clear priorities for staff.

***Fundraising/Community Development/Public Outreach:***

- Develop and lead a strategic communications program to enhance public image and expand awareness and relevance. Ensure consistency of brand throughout all materials and public relations.
- Demonstrate the relevance of historic preservation to the public.
- Working with the Board, develop and implement a comprehensive fundraising plan, with both near- and longer-term objectives. Diversify and enhance revenue streams, to include expanding the number of donors and evaluating and enhancing the membership program.
- Work to assure the enhanced fundraising objectives of Landmarks Illinois are incorporated and successfully implemented in the organization.
- Oversee the development of prospect solicitation strategies and proposals; partner with Board to solicit funding and other support from individuals, corporations, foundations and other sources of funding and/or influence.
- Marshall the varied talents and resources available in order to meet and exceed fundraising goals.
- Develop effective working relationships with both elected and appointed government officials at the local, state and federal levels.
- Represent Landmarks Illinois in a variety of public settings including industry associations and conferences, public relations, fundraising and governmental affairs.
- Be a thought leader at the state and national levels regarding key issues and trends in historic preservation, and ensure Landmarks Illinois is at the forefront of this dialogue as well as government and private sector initiatives.

***Board and Volunteer Development:***

- Serve as the staff manager/partner to the Board, providing leadership, support, materials, reports and assistance in building and implementing annual plans and ensuring the on-going development of a strong Board.
- Cultivate and recruit a statewide advisory council.
- Keep Board leadership current on all communications and programs.

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**QUALIFICATIONS AND PERSONAL ATTRIBUTES:**

Landmarks Illinois is ready and poised for change. The successful candidate will be an experienced leader with a track record of leading with vision and inspiring enthusiasm for the success of their organizations. He or she will have the ability to develop relationships with and win the confidence of a range of Landmarks Illinois constituencies, including donors, government officials and partners.

***Qualifications:***

- The successful candidate will be a proven nonprofit leader. For-profit professionals with significant nonprofit experience (e.g. Board leadership) will be considered. Experience in historic preservation is strongly preferred.
- Experience with national and local preservation politics and the ability to work effectively within these systems.
- Experience with government relations processes and working with other local, state and national groups in the field.
- Ability to understand complex legal issues and work in tandem with General Counsel to solve issues in a reasonable timeframe.
- Demonstrated success in building and sustaining a comprehensive fundraising program, ideally with experience across a full range of funding sources including individuals, corporations, foundations and government.
- Experience reporting to and supporting a governing Board.
- Ability to work successfully with diverse constituencies, from local and national partners to advocacy groups, property owners, developers, donors and legislators.
- Significant experience creating, building and managing partnerships with an array of groups and individuals involved in preservation. Track record of turning ideas into measurable outcomes.
- Experience developing, managing and implementing multi-party projects with defined objectives.
- Knowledge of management principles involved in strategic planning, resource allocation, leadership technique, and the effective use of time and resources. Experience in fiscal planning and budget management for an organization of similar size and scope.
- Effectively multi-task and establish priorities. Highly efficient in time management and can meet deadlines under pressure. Ability to work and make judgments independently and take initiative. Well-disciplined and extremely resourceful self-starter. Decisive.
- High level of comfort with public relations and public speaking as well as communicating information to a wide range of audiences, from donors and volunteers to the press and the general public. An interest in community organizing.

***Personal attributes:***

- Comfortable and assertive in many different social and professional circles including public officials, funders, legal, architects, government, etc.
- Ability to travel.
- High degree of energy, integrity, creativity as well as the intellectual, organizational, and personal qualities to quickly earn respect and cooperation from all constituencies.
- Superb communications skills and the ability to engage in effective dialogue with partners/constituencies as well as adversaries. A sense of humor always helps!
- Comfortable rolling up sleeves in a small office setting with a staff who is excited about the new change.
- Creative with the ability to think out of the box.

**EDUCATION:**

- Master's degree preferred; minimum of a Bachelor's degree with significant management experience.

**CONTACT INFORMATION:**

Landmarks Illinois has exclusively retained the services of DHR International to lead the initiative for the new President. The DHR team is being led by DHR Executive Vice President Mary Lee Montague.

All inquiries should be directed to DHR team member:

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