



Advocacy Manager Position Description

Position Summary

Landmarks Illinois seeks a creative, organized and driven individual to serve as Advocacy Manager for Chicago and the suburbs. The objectives of this position are to work with local advocates to save and reuse historic places in Chicago and its suburbs, forge and strengthen strategic partnerships and be Landmarks Illinois' primary advocate in Chicagoland communities. Reporting to the Chief Operating Officer, the Advocacy Manager will be responsible for providing educational and technical support, resources and encouragement to a broad group of stakeholders.

Applicants who bring experience relevant to helping people save important places are welcome to apply. That includes, but is not limited to, historic preservation, social justice, community organizing, urban and regional planning, economic development, real estate development, design and storytelling. A formal historic preservation background is not required.

Landmarks Illinois is pursuing its vision to create the preservation organization of the future; one that is relevant and welcoming to new and diverse audiences and a leading model among preservation organizations nationwide. Landmarks Illinois is working to redefine preservation and to move the field into the future. The Advocacy Manager will be a vital part of this process, working with the Landmarks Illinois team to shape the delivery of the organization's programs and services. Join us if you are interested in shaping preservation's future.

Landmarks Illinois takes an expansive view in defining historic preservation. Preservation saves and celebrates the places people value, that tell extraordinary and difficult histories and that move our communities forward. Preservation most often means protecting a place/places or protecting cultural heritage. However, it can mean so much more, like combating climate change, keeping and adding supportive and affordable housing, helping a business survive and joining advocates fighting historic school closures.

Our goal is to hire a candidate with skills, qualities and characteristics that will help to strengthen our ability to fulfill this broad definition of preservation. Landmarks Illinois is an equal opportunity employer and fights for and models justice, equity, inclusion, diversity and accessibility. Please see the Qualifications and Qualities section below for a list of desired skill sets and read our [Guiding Principles](#) for more information about how we operate and define the terms used in this position description.

Landmarks Illinois

Landmarks Illinois is the state's leading voice for historic preservation. Through a wide range of programs, we give people the inspiration and the tools they need to save important places in their lives. We are an on-the-ground advocate, offering technical assistance, practical resources, small grants, education and endless support— all completely free of charge. We promote the preservation, restoration and adaptive reuse of buildings and sites of many types to leverage our past to create a better future. Our tagline is: **“People Saving Places for People.”**

Landmarks Illinois is a registered 501(c)3 organization founded in 1971. Learn more at www.landmarks.org.

Duties and Responsibilities

Advocacy and Technical Assistance

- Advocate for the preservation and reuse of older and historic places in Chicago and the suburbs that are important to their communities. Consult with local advocates using our guiding principles to determine what is significant to whom and why.
- Respond to constituent inquiries and determine how we can best offer support. Provide, where appropriate, our resources on advocacy, preservation techniques and approaches, survey and research, adaptive reuse examples, fundraising, organizational development, capacity building, community and public relations, policies, community and economic development, conservation issues, land use planning, housing, sustainability and social justice.
- Connect stakeholders with the resources they need to succeed, including funding, professional expertise, studies and talking points. Use Landmarks Illinois' guiding principles to evaluate and respond.
- Act as a liaison to residents, community groups, preservation organizations and commissions and preservation advocates throughout Chicago and its suburbs. Work with local elected and appointed officials and municipal staff regarding preservation issues in their communities. Attend and testify at public meetings and hearings that pertain to targeted preservation projects.
- Assist in developing preservation capacity. Expand and foster the network of preservation stakeholders across Chicago and suburbs who are willing and able to assist one another with preservation knowledge and experience. Actively engage people in existing and new audiences in Landmarks Illinois work.
- Engage, as needed, as a consulting party on behalf of Landmarks Illinois in the review of federal, state and local undertakings.
- Monitor municipal and county legislation impacting historic preservation in cooperation with Landmarks Illinois' Chief Operating Officer. Help to research, influence, write and pass policies that support preservation or advocate against policies that will hinder our work.

- Engage and partner with organizations at the local, state and national levels that can provide knowledge and resources that contribute to Landmarks Illinois' vision to move preservation forward.
- Together with the Regional Advocacy Manager, formulate the annual Most Endangered Historic Places in Illinois and strategize and assist with advocacy and preservation solutions for listed properties.

Education and Communication

- Increase awareness of Landmarks Illinois work and how preservation is being redefined through public presentations, participation in workshops and conferences and by working with Landmarks Illinois' Communications Department to highlight visits to communities and promotion of other advocacy activities.
- Work with the Communications Department on creating unique content communicating the organization's advocacy efforts for Landmarks Illinois' website, social media, newsletters and other external and internal communications.
- Give interviews with reporters on advocacy projects and preservation topics when necessary.
- Actively communicate internally with the Landmarks Illinois team, Board of Directors and committees to foster awareness of, and engagement with, your advocacy work. Consult with your fellow team of experts to develop advocacy solutions.
- Work in conjunction with the State Historic Preservation Office (SHPO) to guide Illinois communities in developing historic preservation programs, plans, ordinances and comprehensive plans.
- Assist in the planning and execution of conferences and workshops.
- Identify potential program participants, properties or candidates for the annual Most Endangered Historic Places in Illinois, the Landmarks Illinois Richard H. Driehaus Foundation Preservation Awards, Preservation Snapshots Lectures and Landmarks Illinois grant and loan programs.
- Be a conduit of information about needed resources, such as educational programs, so that Landmarks Illinois can respond.

Resource Development

- Together with the Chief Operating Officer and the President and CEO, identify funding opportunities for advocacy and policy activities. Work actively to build constituent and financial support for Landmarks Illinois by maintaining records of contacts made, documenting of projects and identifying and soliciting member and donor prospects.
- Work with the Membership Manager to solicit new members.
- Work with the President and CEO and Chief Operating Officer to identify board member prospects.

General Office Duties

- Responsible for knowing and implementing Landmarks Illinois' guiding principles, values and policies.
- Work with the Landmarks Illinois staff and board to maintain a professional, respectful, cooperative, collaborative and informative environment where people are welcomed and feel that they belong.
- Attend and actively participate in Landmarks Illinois staff and board meetings.
- Maintain an inquiry log and contact database to track preservation activity, identify needed preservation tools and address existing and emerging policy issues. Maintain work documents appropriately within the Landmarks Illinois company database.
- Complete and submit monthly timekeeper reports as well as vacation and sick time usage reports.
- Other duties as assigned.

Qualifications and Qualities

- Beyond a connection to Landmarks Illinois' mission and guiding principles, experience in any of the following areas will strengthen a candidacy:
 - advocacy
 - housing
 - climate change and sustainability
 - community organizing
 - racial, economic and environmental justice
 - organizational development
 - preservation, environmental or land use law and/or policy
 - fundraising
 - urban and regional planning
 - real estate development
 - governmental relations
 - communications, public relations, marketing and/or storytelling
- Successful applicants will show an eagerness to work collaboratively and demonstrate the critical ability to self-motivate and self-direct while acting within a larger team.
- Public speaking is required. The Advocacy Manager has responsibilities for public presentations, media interviews and presentations to the Landmarks Illinois Board of Directors and committees.
- Willingness for frequent travel, mostly throughout the Chicagoland area, to meet with partners and project representatives. The Advocacy Manager does not need to own a vehicle to meet this responsibility but must either have a driver's license or be willing to take public transit.
- Willingness to work, as needed, on evenings and weekends. Some public meetings, presentations and events required for the Advocacy Manager are held outside normal business hours.

- The ideal candidate will demonstrate excellent leadership, judgment, organizational, written and verbal communications skills, the ability to develop and foster strong working relationships with a wide range of stakeholders and the ability to prioritize and execute a large number of tasks and responsibilities efficiently.
- Bilingualism is a sought-after skill, especially fluent speakers of Spanish, Polish, Arabic, Tagalog, Mandarin and/or Cantonese Chinese and American Sign Language. More than 30% of Chicagoans speak a language other than English.

Not sure if you qualify for the position? Research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend to only apply if they meet every requirement. If you believe that your perspective, approach and experience would enable you to succeed as the Advocacy Manager, we encourage you to apply.

Salary and Tangible Benefits

Landmarks Illinois offers a competitive salary and benefits package. The salary for this position is \$65,000 - \$70,000, commensurate with experience.

Tangible Benefits

- Blue Cross and Blue Shield of Illinois health care with an HMO and PPO option. Landmarks Illinois pays 95% of the employee's HMO plan and a significant portion of a PPO plan. Domestic partners, spouses, and dependents can also be added, but must be paid by the employee;
- No-cost individual dental, vision, life, AD&D and long-term disability insurance;
- Vanguard 401(k) retirement plan with an organizational match of 100% of the first 5% of your salary available after one year of employment;
- Paid Caregiver and Medical Leave, providing up to 12 weeks of paid leave for an employee's serious health condition, for the care of a newborn or adopted child, or to care for a close family member's serious health condition;
- Paid holidays (New Year's Day, Martin Luther King Jr. Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve and Christmas Day). The office also closes December 24 – December 31 during which employees are paid for time off. Employees are encouraged to request reallocations of days based on religious and cultural observances.
- Starting vacation time of 10 days. Vacation increases are given as tenure with the organization increases;
- Six days of paid sick leave;
- Summer Fridays from Memorial Day through Labor Day;
- Organizational laptop, cell phone, cellular data plan and wi-fi hotspot provided;
- Allowable pre-tax deductions for Chicago Transit Authority (CTA) and Metra Ventra cards.

Intangible Benefits

- A 51-year-old organization that is well-established, has visionary and collaborative leadership, stable funding, and is in a growth mode;
- A smart, driven, hardworking, responsible and collegial team to work with every day;
- A supportive, reasonable, fair and committed supervisor that is eager to be a partner, coach and empowering force for your professional growth;
- A working environment where everyone is valued, that welcomes new ideas, takes risks and continually assesses how to improve;
- A place that values maintaining appropriate technology to assure smooth digital operations;
- An accessible, supportive and engaged President & CEO, COO and Board of Directors.

Equal Opportunity Employer

Landmarks Illinois is an equal opportunity employer and does not discriminate based on: race; ethnicity; gender or gender identity; sexual orientation; national origin; ancestry; age; marital status; veteran status; political affiliation; mental or physical disability not affecting one's ability to perform the essential functions of the job with or without reasonable accommodation; religion; or any other protected characteristic covered under federal, state or local law with respect to any employment-related action.

Application Instructions

The Advocacy Manager position will remain open until filled.

Please submit a cover letter, resume and a brief writing sample to Frank Butterfield, Chief Operating Officer of Landmarks Illinois, at careers@landmarks.org. Writing samples may include written public statements, essays, blog articles, letters of support, grant applications or other written communications that demonstrate one's ability to communicate effectively and clearly in writing.