



**Regional Advocacy Manager  
Position Description**  
June 23, 2021

**Position Summary**

Landmarks Illinois seeks a creative, organized and driven individual to be its Regional Advocacy Manager. Currently in its 50<sup>th</sup> anniversary year, Landmarks Illinois is pursuing a visionary strategic plan 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. The Regional Advocacy Manager will be a vital part of this process, working together with the Landmarks Illinois team to shape the delivery of services statewide.

The objectives of this position are to work together with local advocates to save and reuse Illinois' rich architectural and cultural heritage, forge and strengthen strategic partnerships and to be Landmarks Illinois' primary representative and spokesperson in downstate communities. Reporting to the Director of Advocacy, the Regional Advocacy Manager will be responsible for providing educational and technical support to a broad group of stakeholders in downstate Illinois, defined as all communities outside of the Chicago metropolitan area. The Regional Advocacy Manager's office location is negotiable, but must be located within downstate Illinois with the ability to travel.

Preservation saves and celebrates the places people value, that tell extraordinary and difficult histories and that move our communities forward. Landmarks Illinois' work is not only to save places for people but, more importantly, *with* people. Landmarks Illinois takes an expansive view in defining the work of historic preservation. Preservation often means protecting a place, places or cultural heritage, but 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 contribute something unique to our existing staff 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 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 the 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 preservation, restoration and adaptive reuse of buildings and sites of many types in order to leverage our past to create a better future. Together, **we are people saving places for people and with people**. Landmarks Illinois is a registered 501(c)3 organization founded in 1971. Learn more at [www.landmarks.org](http://www.landmarks.org).

## Duties and Responsibilities

### *Advocacy and Technical Assistance*

- Advocate for the preservation of historic places in downstate Illinois.
- Respond to constituent inquiries and determine an appropriate level of intervention. Provide, where appropriate, guidance on preservation techniques and approaches, fundraising, organizational development, capacity building, community relations and politics, community development, conservation issues, public relations and the availability of preservation resources.
- Act as a liaison to community groups, local preservation organizations and commissions and preservation advocates throughout the state. Coordinate with local elected 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 the Director of Advocacy with the administration of the annual Most Endangered Historic Places list and strategize and assist with advocacy and preservation solutions for listed properties.
- Assist in developing preservation capacity statewide. Expand and foster the network of preservation stakeholders across the state of Illinois who are willing and able to assist one another with preservation knowledge and experience. Work with and identify regional advisors and potential Landmarks Illinois board members.
- Monitor municipal, county and state legislation impacting historic preservation in cooperation with Landmarks Illinois' Chief Operating Officer.

### *Education and Communication*

- Increase the profile of Landmarks Illinois and understanding of historic preservation through public presentations, participation in workshops and conferences, press releases highlighting visits to communities and promotion of other activities.

- Work in conjunction with the State Historic Preservation Office (SHPO) to provide guidance to Illinois communities developing historic preservation programs, plans, ordinances and comprehensive plans.
- Assist in the planning and execution of conferences and workshops.
- Identify potential program participants or candidates, including Most Endangered Historic Places list properties and Landmarks Illinois Richard H. Driehaus Foundation Preservation Award honorees and Landmarks Illinois grant programs.
- Work with the Communications Manager 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 when necessary.

#### *Resource Development*

- Together with the Chief Operating Officer and the Director of Development & Engagement, 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, photographs of projects and identifying and soliciting member and donor prospects.
- Work with the Membership Manager to solicit new members.
- Work with the President and Chief Operating Officer to identify board member prospects.

#### *General Office Duties*

- Maintain an inquiry log and contact database to track preservation activity, identify needed tools and address existing and emerging policy issues.
- Attend Landmarks Illinois staff and board meetings.
- Work with the Landmarks Illinois staff to maintain a respectful, cooperative environment.
- Responsible for knowing and implementing Landmarks Illinois' Guiding Principles, values and policies.
- Complete and submit monthly timekeeper report, 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 and community organizing
  - housing advocacy
  - urban and regional planning
  - real estate development
  - governmental relations

- preservation, environmental or land use law
- public relations and marketing
- climate change
- information technology
- fundraising
- Successful applicants will show a history of strong interpersonal skills as well as the critical ability to self-motivate and self-direct while acting within a larger team.
- Public speaking is required. The Regional 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 Illinois, to meet with partners and project representatives.
- Willingness to work, as needed, on evenings and weekends. Some public meetings, presentations and events required for the Regional Advocacy Manager are held during the evenings and on weekends.
- 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.

### **Salary and Tangible Benefits**

Landmarks Illinois offers a competitive salary and benefits package. The salary for this position is \$50,000.

### **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;
- Ten paid holidays and paid time off for one week at the end of December;
- Starting vacation time of ten 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 50-year old organization that is well-established, has stable funding, and is in a growth mode;
- A smart, driven, hardworking, responsible and collegial team of colleagues 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 and Board of Directors.

### **Equal Opportunity Employer**

Landmarks Illinois is an equal opportunity employer and does not discriminate on the basis of: 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 Regional Advocacy Manager position will remain open until filled.

Please address a cover letter to Frank Butterfield, Chief Operating Officer of Landmarks Illinois, and send with a resume and writing sample to Julie Carpenter, Office Manager, at [jcarpenter@landmarks.org](mailto:jcarpenter@landmarks.org). Writing samples may include support letters, recommendation letters, written public statements, essays, blog articles, grant applications or other written communications that demonstrate one's ability to communicate effectively and clearly in writing.