



**Easement and Advocacy Associate
Position Description
August 15, 2024**

Position Summary

Landmarks Illinois seeks a communicative, organized and self-motivated individual to serve as Easement and Advocacy Associate. The objectives of this position are to administer Landmarks Illinois' easement program and to provide frontline support to community advocates to save and reuse historic resources across Illinois. Reporting to the Director of Reinvestment, the Easement and Advocacy Associate will also work closely with the Advocacy Manager and Regional Advocacy Manager to provide technical support and resources to a broad group of partners and stakeholders across Illinois.

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 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.

How does Landmarks Illinois define historic preservation? Preservation saves and celebrates the places people value, that tell extraordinary and complex 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 that models and fights for justice, equity, inclusion, diversity and accessibility. Please see the Qualifications and Qualities section below for a list of desired skill sets. Read our [Guiding Principles](#) for more information about how we operate and define terms used in this position description.

Easement and Advocacy Associate Duties and Responsibilities

EASEMENT PROGRAM

Landmarks Illinois protects nearly 550 historic properties across the state with preservation easements. Read more about Landmarks Illinois' Preservation Easements [on our website](#).

- Working with the Director of Reinvestment, develop comprehensive strategies and plans for the acquisition, management and stewardship of preservation easements.
- Maintain paper files and the Master Easement Database, which contains confidential information for all easement properties.

- Provide staff support to the Easement Committee, which meets monthly to consider requests for alterations and donation applications.
- Supported by the Easement Committee, review requests for alterations to ensure the [*Secretary of the Interior's Standards for the Treatment of Historic Properties*](#) are met.
- Manage the consultant team of architects and engineers to annually monitor properties protected by preservation easements.
- Maintain communication with easement property owners through email, phone and mailings.

ADVOCACY and TECHNICAL ASSISTANCE

- Serve as a first point of contact for constituent inquiries and determine how the Advocacy Team can best offer support. Provide guidance where appropriate or direct inquiries within the organization.
- Connect stakeholders with the basic resources and information they need to succeed, including funding, professional expertise, studies and talking points. Use Landmarks Illinois' Guiding Principles to evaluate and respond to inquiries.
- Maintain a global inquiry log and contact database to track advocacy activity.
- Assist Advocacy Managers with the administration of the annual list of [Most Endangered Historic Places in Illinois](#).
- Identify potential program participants or candidates across the state, including for the Most Endangered Historic Places, the Landmarks Illinois Richard H. Driehaus Foundation Preservation Awards and Landmarks Illinois grant programs.
- Collaborating with the Director of Reinvestment, manage LI's [Illinois Restoration Resource Directory](#), an online guide that provides access to professional services, products, craftspeople and other experts related to the maintenance, restoration and rehabilitation of older structures.

EDUCATION and COMMUNICATION

- Assist in the planning and execution of presentations, workshops and conferences.
- Be a conduit of information about needed resources, such as educational programs, so that Landmarks Illinois can respond.
- Provide the Director of Communications and the Marketing and Communications Manager with content to support Landmarks Illinois' storytelling, including via the website, *The Arch* newsletter and social media platforms.

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 respectful and collaborative environment.
- Attend and actively participate in Landmarks Illinois staff and board meetings.
- Complete Landmarks Illinois' registration of lobbyists, as well as submitting the required quarterly and annual reports.
- Complete and submit monthly timekeeper reports as well as vacation and sick time usage reports.
- Other duties as assigned.

Position Qualifications and Qualities

- 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.
- Proficiency in reading architectural plans is required.
- Familiarity with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* is also required.
- Strong knowledge of preservation principles and best practices, particularly related to historic properties.
- 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
- Willingness to travel frequently to meet with partners and project representatives. The Advocacy and Easement Associate does not need to own a vehicle 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 required public meetings, presentations and events are held in the evenings and on weekends.
- The ideal candidate will demonstrate excellent 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 would be considered a qualified candidate?

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 enable you to fulfill the position's duties and responsibilities, we encourage you to apply.

Salary and Benefits

Landmarks Illinois offers a competitive salary and generous benefits package. The base salary range for this position is \$55,000 - \$60,000. See the tangible and intangible benefits below.

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;
- Twelve weeks of paid caregiver leave;
- Vanguard 401(k) retirement plan with an organizational match of 100% of the first 5% of your salary available after one year of employment;
- Seven paid holidays plus paid time off the last eight days of December;
- Starting vacation time of ten days. Vacation increases are given as tenure with the organization increases;
- Six days of paid sick leave;
- Allowable pre-tax deductions for Chicago Transit Authority (CTA) and Metra Ventra cards.

INTANGIBLE BENEFITS

- A hybrid work environment where the employee has flexibility and self-determination in remote and in-person work. All team members are expected to attend the staff meeting, currently on Monday mornings, in person.
- A well-established, 53-year-old organization that has stable funding, and is transforming its programs, development and operations for long-term relevance.
- A working environment where people are valued and new ideas are welcomed. Our culture embraces taking risks to evolve and improve.
- A supportive and available supervisor who prioritizes professional development and building pathways for growth opportunities within the organization.
- A professional, experienced, intelligent, dedicated and collaborative team of colleagues.
- An accessible and supportive President & CEO, COO 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 Easement and Advocacy Associate position is open as of August 14, 2024, and will remain open until filled. The hiring committee expects to begin interviewing candidates around September 13.

To apply, email a cover letter and your resume to Suzanne Germann, Director of Reinvestment, at sgermann@landmarks.org.