

Executive Director

Landmarks Association of St. Louis (LM) is the leader of community efforts to preserve, enhance and promote the historical architecture of St. Louis. Collaborating with neighborhood organizations, governmental entities, developers and its members, LM works to stabilize and strengthen the region through the preservation and rehabilitation of historic buildings, the application of neighborhood development practices, sound planning and good contemporary design. Through our programing, LM offers opportunities of education, teaching and discussion resulting in a greater understanding and respect for St. Louis' architectural beauty and the importance of preservation.

Landmarks Association of St. Louis (LM) seeks an effective, experienced, and action oriented Executive Director to lead the organization into its next chapter. The Executive Director is the face and voice of the nonprofit. This is a full-time, salaried position with two direct reports.

JOB SUMMARY - The Executive Director is responsible for daily management and the realization of long-term goals, oversee and coordinates all Landmarks activities, including organizational management, finance, communications, and public relations.

ESSENTIAL JOB FUNCTIONS:

Strategic leadership

Develop and execute the organization's strategic plan in collaboration with the board. This includes setting goals, creating operational plans, and providing overall vision.

Financial management

Oversee the organization's budget, financial planning, and reporting. This also includes managing cash flow and ensuring compliance with financial regulations.

Operation management

Supervise day-to-day operations and ensure all administrative and employment policies are in place. This can include managing department heads, hiring and retaining staff, and overseeing program execution.

Fundraising and donor relations

Lead fundraising efforts and cultivate relationships with donors, partners, and the community. This includes developing and implementing fundraising strategies.

External relations and public-facing role

Serve as the primary spokesperson for the organization, engaging with the media, community members, and other stakeholders. Build and maintain relationships with other organizations to support the mission.

Board relations

Work closely with the board of directors on policy decisions, strategic direction, and organizational performance.

Staff development

Lead, coach, and develop staff to foster a high-performance culture and achieve organizational goals.

Work Hours & Benefits This position is full time, 40 hours per week, 9am to 5pm. Monday-Friday, with occasional weekends and evenings to support programming as necessary. Paid medical insurance. SEP-IRA retirement plan of 9% of gross wages. There are 8 paid holidays and 2 personal days. Vacation starts at 10 days per year. Sick leave is 10 days per year. The pay range for this position is \$60,000-80,000 depending on skills and experience.

QUALIFICATIONS:

The Executive Director will be thoroughly committed to LM's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Bachelor's degree, with at least 3 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

To apply, send resume and cover letter to: jeanlaronwebb@gmail.com