

## **Preservation Operations Manager** **Heritage Works | Dubuque, IA**

*Heritage Works mission is to preserve, protect and promote historic architecture as one of the Dubuque, Iowa region's unique assets in attracting people, investment and jobs.*

Founded in 2015 as a 501[c](3) corporation, Heritage Works is a comprehensive resource for those engaged in preservation and redevelopment projects in the Dubuque area. The organization is focused on three primary objectives:

- Facilitating collaboration for catalytic preservation and restoration projects, including help in gathering financial assistance for such projects
- Community and governmental advocacy emphasizing the importance of historic preservation
- Educational programming highlighting Dubuque's rich historic and architectural heritage

### **Overall Responsibilities**

The Preservation Operations Manager is instrumental in implementing Heritage Works' powerful strategy that activates community pride and prosperity through the reuse of old buildings, the celebration of culture and histories, and providing support for community. The Preservation Operations Manager will manage Heritage Works' preservation consulting fee-for-service programs, which includes assisting with historic tax credit applications, national register nominations, and preservation planning and design assistance. The Preservation Operations Manager, along with the Chief Executive Officer, is the public spokesperson for the organization and is responsible for its community presence and credibility, promoting and advancing its causes, and overseeing development activities necessary to raise funds to advance its mission. The Preservation Operations Manager is also responsible for developing and maintaining strong working relationships with community members, advocates, funders, key policy makers and organizations that support Heritage Works' community and preservation advocacy.

### **Past Experience**

- Familiarity with historic preservation and tax credit processes
- Proven track record of exceptional communication, both written and spoken
- Self-starter and good at follow through
- Involvement with community events and part of the community
- Understanding of financials, including P&L
- Proven track record of problem-solving ability
- Leadership/management track record
- Public speaking
- Revenue generator



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- Marketing and Board communication
- Consulting project management
- Tax credit partnership and easement program development
- Focused efforts on fundraising and membership development
- Solid background in project management and troubleshooting
- Historic preservation planning/consultation, including preparing National Register nominations and historic tax credit applications

**For more information and to apply, please send your resume to Josselyn Smith at [Josselyn@MRGpeople.com](mailto:Josselyn@MRGpeople.com).**