The Association for Preservation Technology International (APT) is seeking a new Executive Director. Founded in 1968, APT has grown and is embarking on a new path to evolve and expand our prominence and membership. The Executive Director role, while relatively new, will be an opportunity for a strategic leader to grow APT’s programs and develop APT’s global presence. The Executive Director will lead APT through the execution of our 2021-2026 strategic plan and facilitate our growth and leadership in the historic preservation practice community.

The ideal candidate for this position will be a strategic leader, with well-rounded capabilities in financial growth, and a passion for historic structures. We have a dynamic and engaged volunteer base and are looking for an Executive Director eager to support us.

About APT

APT is a multi-disciplinary membership organization dedicated to promoting the best technology and practices for protecting historic structures and their settings. Membership in APT provides exceptional opportunities for networking and the exchange of ideas. APT is committed to increasing diversity, equity, and inclusion in the organization and in the profession through education, advocacy, and partnerships to collaboratively preserve the built environment.

APT was co-founded by Canadian and American preservation professionals. APT members, who hail from nearly 30 countries, include preservationists, architects, engineers, conservators, consultants, contractors, craftspersons, curators, developers, educators, historians, landscape architects, students, technicians, and other persons directly involved in the application of methods and materials to maintain, conserve, and protect historic structures and sites for future use and appreciation.

The international, interdisciplinary character of APT - with its outstanding publications, conferences, training courses, awards, student scholarships, regional chapters, and technical committees - makes it the premier worldwide network for anyone involved in the technical aspects of historic preservation.

Mission Statement

APT’s mission is to advance appropriate traditional and new technologies to care for, protect, and promote the longevity of the built environment and to cultivate the exchange of knowledge throughout the international community.
2021-2026 APT Strategic Plan

Every five years, the APT Board of Directors undertakes an intensive effort to develop the organization's strategic plan. This plan serves as the guiding vision for APT that all our initiatives support. The 2021-2026 APT Strategic Plan has three priorities:

- Prioritize Technical Content
- Improve Organizational Effectiveness
- Widen APT's Reach

The 2021-2026 APT Strategic Plan is available to interested candidates via APT's website.

Executive Director Purpose

The position of Executive Director provides our organization with continuity of leadership and institutional knowledge to ensure the success of our volunteer-based structure. The Executive Director reports to the APT President, works closely with the Executive Committee and Board of Directors and has three primary areas of responsibility:

- **Development**: Initiate and coordinate funding for the organization to support the current APT strategic plan, in partnership with the Development Committee.

- **Relationship Management**: Develop and steward connections with APT partners and allied organizations to promote APT's position in the international preservation practice community to further APT's mission and strategic plan.

- **Administrative Management**: Manage and supervise the affairs of APT in accordance with APT Bylaws and strategic advice from the Board of Directors, in partnership with APT's administrative services provider.

Position Description

In executing the responsibilities for development, relationship management, and administrative management of APT, the Executive Director manages the functioning of APT (through a combination of personal leadership, staff guidance, and collaboration with highly engaged subject matter expert Board) as follows:

1. Provide guidance and continuity related to the APT mission and strategic priorities and maintain institutional knowledge across Board and Presidential terms of service;

2. Be a spokesperson for the organization, in collaboration with the President, Executive Committee, Board of Directors and committee chairs;

3. Implement a planning and execution process whereby APT Board and staff, in coordination with partners and stakeholders, meet organizational goals in a measurable and timely manner;
4. Work with the Board and staff to establish and meet annual fundraising goals to sustain APT programs and staff;

5. Manage effectively contracts and cooperative agreements with governmental, public, and private entities in performance of APT programs;

6. Support the Board and members in representing APT at other national and international projects and assemblies that relate to the strategic priorities of APT, in ways that build on, and use, national and international networks to achieve concrete results;

7. Work to grow a diverse membership and retain members;

8. Facilitate dissemination of information essential or useful to the mission of APT to the Board, officers, members and other components and partners of APT;

9. Serve as a communication conduit between the Executive Committee, Board, standing committees, and technical committees to ensure follow-up, avoid duplication, and achieve strategic directives. Coordinate committee and Board activities to ensure adequate resources are provided to volunteers to accomplish organizational goals;

10. In coordination with the President, manage relationships with APT service providers, including but not limited to: Association Central (administrative support), Mount Ida Press (publisher), and Business Endeavors (conference planner); and

11. Provide oversight and guidance for the management of APT’s budget and finances in consultation with the Treasurer and Finance Committee. APT’s resources include our endowment fund, fellowship and scholarship programs, special projects, and grants from partner organizations.

**Qualifications**

- A strategic, visionary, and goal-oriented leader with exceptional presentation and communication skills and the capability to serve as the face of the organization.

- Leadership ability to take charge, anticipate needs, analyze options, develop recommendations, and perform timely execution.

- Relevant post-secondary education and a minimum of 5-7 years of experience with administrative and financial management, preferably for large-scale forward-thinking not-for-profit organizations and/or professional associations at the level of director or above.

- Well-rounded abilities in revenue generation and financial growth.

- Demonstrated ability to successfully raise funds and cultivate relationships with funders, sponsors, and partners.

- Enthusiasm for developing relationships with the professional community and growing the membership, particularly in underrepresented populations and locations.

- Highly skilled and experienced in leading, empowering, mentoring and developing highly effective volunteer teams at the committee and Board level.
• Strong business skills and related experience in financial planning and budgeting, forecasting, reporting and operational management.

• Ability to delegate and manage multiple demands and priorities.

• Proficiency with computer software (Word, Excel, Quickbooks, PDF applications) and virtual work platforms (e.g., Zoom, Google Workspaces, Cadmium).

• Self-motivated and driven professional who leads and inspires others by example.

**Desired Qualities**

• Related experience with or exposure to historic preservation, conservation, architecture, engineering, cultural resource management, or related fields.

• Experience in national or international organizational management and experience working with volunteer or membership organizations.

• Grant research, development, writing and presentation experience.

• Desire for longevity in the position.

• Multilingual (English proficiency required; French and/or Spanish proficiency a plus; other languages welcomed)

**Other Information**

• Documents available on APT's website:
  - APT 2021-2026 Strategic Plan
  - APT Bylaws (last revised in 2019)

• Full-time, contract position. Salary range of $90,000 - $120,000 (USD) per year, commensurate with and negotiable based on qualifications. Occasional travel expected, with expenses covered by the organization.

• Applicant's geographic location can be anywhere in North America.

• Expected start date: December 2021.