

**The New York  
Preservation  
Archive Project**

*Seeking candidates for the role of:*

**Executive Director**

The New York Preservation Archive Project seeks an agile, multi-talented full time Executive Director to start in June or July of 2023.

Currently marking its 25th year documenting and telling the story of historic preservation in New York City, the Archive Project is excited to work with an individual ready to build on the organization's legacy. The right candidate will be prepared to grow the Archive Project's profile and expand its capacity to conduct oral histories, find homes for archival collections, create events highlighting preservation history, and inspire an archival mindset in the preservation field in New York City.

The Executive Director - working closely with an engaged, collegial board - will lead a small team consisting of an oral historian, a fellow, a scholar, an accountant, and volunteers to advance the Archive Project's mission. This is a multi-faceted, holistic, self-starter role requiring attention to budget and finances, fundraising, shepherding an annual gala, personnel, fiscally sponsored projects, promotion of collections, grant application and reporting, institutional partnerships, running small grant programs, and strategic planning. The Executive Director fires our work with passion, serves as the public face of our efforts, and constantly thinks of ways to advance our work in our unique, nimble manner that has repeatedly been described as the Archive Project "punching above its weight."

Fundraising and financial management will remain major emphases for the role. The Executive Director is charged with securing the necessary resources to advance the Archive Project's work with a minimum annual budget of \$250,000. The annual Bard Breakfast held in December typically is the largest single source of unrestricted funding with a target net of \$50,000. The Executive Director, with board engagement, sets the annual fundraising agenda and oversees financial management.

A passion for the history of the preservation movement in New York City is preferred, as is experience working with not-for-profit entities. A background in public history, archives, historic preservation, history, library science, or urban planning is helpful. Increasingly, the role requires adeptness at integrating new technologies. Solid communication and interpersonal skills are essential. A positive attitude with can-do spirit is a must.

Salary: \$60,000-\$70,000, commensurate with experience.

The Archive Project invites and strongly encourages individuals of diverse and/or underrepresented backgrounds to apply for the role of Executive Director.

**Send resumes, cover letters, and any questions to:** [ed2023@nypap.org](mailto:ed2023@nypap.org)