

## **Position Notice: New London Landmarks Executive Director**

New London Landmarks, a historic preservation advocacy group, seeks a dynamic individual as Executive Director. We actively work to preserve New London's historic and cultural resources through public advocacy, educational programs and house and walking tours related to New London's history and architecture, and through collaborations with other historic organizations in the city. Applicants should:

- \* Be knowledgeable of historic preservation issues and/or experienced in community advocacy, and about New London and local issues.
- \* Have excellent written and verbal communication skills; excellent organizational skills; be able to work independently; be able to work with a diverse group of people, organizations, and government agencies, including Preservation Connecticut and the Connecticut State Historic Preservation Office.
- \* Be able to work within budget parameters set by the Board of Directors.
- \* Be able to recruit and work effectively with volunteers and interns.
- \* Be proficient in basic office IT functions, including Excel, Website maintenance and social media.
- \* Be able to convey our mission and activities in grant applications, press releases, email blasts and donor solicitations. Prior experience in grant writing and administration and/or fundraising is a strong plus.
- \* Be able to attend occasional evening and weekend activities, New London City Council meetings, out-of-town meetings and training sessions, as well as maintain office hours several days a week..

Position is full-time (35 hours), with flexible hours, including working from home, to begin in mid to late March 2025. The salary range is \$45,000-\$50,000. Full job description available on request.

We will accept resumes and cover letters until the position is filled, however, the first round will close on February 14, 2025.

E-mail a letter of interest and resume to: [NLLandmarksSearch@gmail.com](mailto:NLLandmarksSearch@gmail.com)

Please include "Executive Director Search" in the subject line.

More information about New London Landmarks can be found at:

<http://www.newlondonlandmarks.org/>

**New London Landmarks is an equal opportunity/affirmative action employer.**