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Executive Director Job Description Historic Boston Inc. January 2025

About Historic Boston Inc.

Historic Boston Inc. (HBI) was established in 1960 to save Downtown's oldest commercial building, the Old Corner Bookstore, which HBI continues to own and operate. Since then HBI has repurposed a wide variety of at-risk historic buildings throughout Boston including H.H. Richardson's Hayden Building in downtown, the Comfort Kitchen in Upham's Corner, and the Fowler Clark Epstein Farm in Mattapan.

HBI continues to be a leading non-profit investor in the redevelopment and re-use of important historic buildings throughout Boston. Our goal is to identify historic buildings that have historic significance, and/or community significance, and rehabilitate and repurpose those buildings, often in collaboration with other community partners entities. Our intention is not just to restore architecturally significant buildings, but to work with properties that have the potential to stimulate investment in their local communities, to strengthen neighborhoods, and promote equity in the urban built environment.

HBI devotes its own technical and financial resources to projects, and attracts capital from conventional lenders and philanthropic sources, and utilizes state and federal tax credit programs. HBI operates with a small full-time staff of four people, and an annual budget of approximately \$1.2 million. Upon project completion and stabilization, HBI divests of those properties in order to invest in future projects.

The Opportunity

After the departure of its long term Executive Director, HBI is seeking an Executive Director (ED) who can lead the organization into its next chapter.

Reporting to an engaged and active Board of Directors, the ED should be an experienced leader who will assist in updating HBI's mission and strategic plan; supervise the implementation of that mission through project selection; manage HBI's budget and professional staff; assist in raising funds from diverse sources; and act as liaison with local and state agencies involved in historic preservation and community development. He or she will attend Board Committee meetings as well as full Board meetings and will keep the Board informed of project status.

The ED should therefore have excellent interpersonal and communication skills as well as an ability to work collaboratively with different constituent groups, including

non-profit organizations, individuals, and public agencies. The ED will maintain an active presence in Boston, working collaboratively with key community groups, local and state legislators, and leaders of other community organizations.

Candidate Profile

HBI is seeking a dynamic leader with a proven track record of team management, and project implementation. The ED should have experience in some combination of the following areas:

- Real Estate Development including acquisition, financing, permitting, design, budgeting and construction;
- Historic preservation and architectural history including an understanding of the significance of historic structures, their potential community impact, and their importance in the cityscape;
- Fundraising including a familiarity with funding sources such as grants, tax credit financing, non-profit resources, corporate and individual giving. He or she must also be prepared to help design and manage an upcoming capital campaign;
- Financial Management including managing HBI's annual budget, keeping the Board informed of budget concerns, and overseeing an annual audit;
- Non-profit management such as managing staff, working cooperatively with outside consultants, and forming cooperative relationships with a variety of project-related constituencies.

Compensation

Salary is competitive and commensurate with experience. The salary range for this role is

\$175,000 - \$190,000 with a competitive benefits package.

How to apply

Please submit a cover letter and resume to careers@historicboston.org.

Applications will be reviewed on a rolling basis. Applications received before February 21, 2025 will be prioritized.