



Director, Eastern Regional Office

Summary

Status: Full-Time; Exempt

Starting Salary: \$65,000 - \$67,000 annually + benefits package

Reports to: Vice President of Preservation Services

Schedule: The work schedule may include occasional evening and weekend hours related to programs or events; most hours are worked during standard office hours.

Location: Based primarily at Indiana Landmarks' Eastern Regional Office in the historic Reid Center in Richmond, Indiana, with significant travel required throughout the eleven counties served by the region.

Summary Description: The Director of the Eastern Regional Office leads Indiana Landmarks' historic preservation and economic development activities in eastern Indiana. This position identifies threatened historic properties, develops and implements strategies to save them, and serves as a visible advocate for preservation and community revitalization. The Director provides technical assistance to individuals, organizations, and local governments, supports fundraising and membership development, and manages regional office operations, including supervision of one full-time staff member and occasional interns or volunteers.

Details

Organization

A private nonprofit supported by a diverse membership base and guided by a volunteer Board, **Indiana Landmarks** revitalizes communities, strengthens connections to our diverse heritage, and saves meaningful places. From its state headquarters in Indianapolis's historic Old Northside neighborhood, the organization operates eight regional offices across the state. These offices, staffed by dedicated professionals, provide expertise and resources to help local communities save and repurpose historic sites. Indiana Landmarks' wide-ranging operations include grant and loan programs, rescuing and rehabilitating endangered properties, buying and selling real estate, easement protections, preservation advocacy, and educational initiatives including tours, lectures, workshops, publications, and partners on a major annual statewide conference.

Position Description

Based in Richmond, Indiana, the Director of the Eastern Regional Office plays a key role in advancing Indiana Landmarks' mission by leading preservation services and community engagement across an eleven-county region. This position manages regional preservation activities; provides technical assistance, advocacy, and strategic guidance to communities and local partners; and oversees the operations of the regional office, ensuring effective stewardship, visibility, and impact of Indiana Landmarks' work in eastern Indiana.

The Director reports directly to the Vice President of Preservation Services and works collaboratively with colleagues statewide, as well as independently within the region, to strengthen local preservation capacity, support advocacy efforts, and deliver consistent, high-quality services. The role contributes to organizational goals by maintaining strong regional operations, stewarding

community relationships, and advancing preservation outcomes through coordinated leadership, public engagement and a focus on economic development.

The successful candidate must reside within the boundaries represented by the Eastern Regional Office.

Field Services & Advocacy

- Represent Indiana Landmarks in advocacy efforts to protect and save endangered historic properties throughout the eleven-county Eastern region.
- Work with individuals, community groups, nonprofits, and local governments on preservation projects and issues.
- Facilitate use of Indiana Landmarks' grant and real estate loan programs and assist with project planning and management.
- Provide contractual staff support ("circuit rider" services) to historic preservation commissions.
- Assist communities in establishing new preservation organizations and commissions in the region.
- Educate communities about the value of historic preservation and its role in revitalization.
- Lead or assist with other projects and programs as assigned.
- Travel extensively throughout the eleven-county region to carry out duties; reliable personal transportation required.

Communications & Development

- Contribute content to *Indiana Preservation*, the organization's bi-monthly magazine.
- Write a monthly e-newsletter.
- Support membership development and fundraising activities within the region.

Property & Office Management

- Manage day-to-day operations of the Eastern Regional Office located at the historic Reid Center.
- Work with the Reid Center board to identify and pursue funding sources for ongoing maintenance and rehabilitation of the facility.
- Supervise staff and occasional interns and volunteers to ensure effective workplace operations.

Please note that this job description is not intended to provide a comprehensive list of the activities, duties, or responsibilities required of the employee for this position. Duties, obligations, and activities may change at any time.

Organizational Commitment

As a member of our team, every employee is expected to:

- **Embrace Change and Growth:** Demonstrate adaptability and resilience as the organization evolves, maintaining a positive, solution-oriented approach to shifting priorities, processes, and goals.
- **Align with Strategy:** Understand how individual responsibilities connect to the organization's mission, vision, and strategic priorities, and actively contribute to achieving these goals.
- **Foster Collaboration:** Work effectively across teams and departments, share knowledge and resources, and build strong, respectful relationships with colleagues.
- **Communicate Openly:** Promote a culture of trust through clear, constructive, and inclusive communication, offering and receiving feedback to strengthen individual and team performance.
- **Innovate and Improve:** Identify opportunities to enhance processes, services, and systems by contributing ideas and creative solutions that support ongoing improvement.
- **Commit to Learning:** Engage in ongoing professional development, remaining curious and open to new tools, methods, and perspectives that enhance effectiveness and adaptability.

Qualifications:

- Bachelor's degree in historic preservation, architectural history, material culture, or a related field; masters degree preferred.
- Demonstrated knowledge of historic preservation principles and rehabilitation standards; prior professional experience in historic preservation, including work with historic properties preferred. A background in economic development or Main Street revitalization is encouraged.
- Excellent organizational, communication, and problem-solving skills.
- Strong interpersonal skills and the ability to motivate individuals and groups.
- General proficiency with office technology, photography, and grant-related processes; prior experience working with grants, loans, and community-based preservation initiatives preferred.
- Adaptability and willingness to learn new processes and contribute to ongoing improvements in a fast-paced, dynamic environment.
- Commitment to Indiana Landmarks' mission, values, and steadfast support for equity and inclusion.
- Belief in community revitalization rooted in preservation and heritage.
- Residency in the boundaries represented by the Eastern Regional Office, with willingness to be physically present at the Reid Center, 1004 N A St., Richmond, Indiana.

Benefits and Work Environment:

Salary Range: \$65,000 - \$67,000 annually

- **Comprehensive Benefits Package:** Health, dental, vision, and life insurance; retirement plan with employer match; and additional employee benefits.
- **Work-Life Balance:** Fourteen paid holidays, generous vacation time, and dedicated staff appreciation days.
- **Impactful Work:** Opportunity to shape the future of an organization committed to preserving historic places and stories that stand the test of time.
- **Supportive Environment:** Collaborate with a team that values your contributions, fosters professional growth, and encourages leadership and teamwork.

Physical Requirements:

The physical demands described below represent those that an individual must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to work effectively in a fast-paced office environment.
- Ability to sit or stand for extended periods and move intermittently throughout the workday.
- Ability to push, pull, lift, carry, or move objects weighing up to 20 pounds.
- Strong speaking and listening skills.
- Adequate sensory abilities, including clear vision, good hearing, and manual dexterity.
- Ability to perform focused work with close attention to detail.
- Proficiency in operating standard office equipment, including computers, copiers, and telephones.
- Ability to interact professionally with others in person, by phone, email, and written correspondence.
- Ability to drive as needed for organizational business.

How to Apply:

Send a resume and cover letter to Mark Dollase, Vice President of Preservation Services, mdollase@indianalandmarks.org, by July 1st, 2026.