



FRIENDS of the Upper East Side Historic Districts  
966 Lexington Avenue, #3E  
New York, NY 10021  
[www.friends-ues.org](http://www.friends-ues.org)

## **FRIENDS of the Upper East Side Historic Districts seeks Executive Director**

FRIENDS of the Upper East Side Historic Districts, a prominent Upper East Side nonprofit preservation advocacy group, has an immediate opening for Executive Director.

### **Organization Description**

Founded in 1982, Friends of the Upper East Side Historic Districts is one of New York's most effective preservation advocacy organizations and a growing influence on issues related to planning and zoning reform. We pursue our mission to preserve and celebrate the architectural legacy, livability, and sense of place of the Upper East Side through a program of rigorous advocacy as well as educational programming for adults and children. Long a champion of common-sense zoning, good urban planning, and sound preservation policy, we fervently believe that the Upper East Side can be a place where new development can co-exist in harmony with architectural beauty and historic resources. Among those historic resources are seven historic districts, 131 individual landmarks, and the many as-yet unprotected historic buildings in Yorkville.

FRIENDS is an established leader in promoting policies which protect and enhance the built environment on the Upper East Side. These include early efforts to contextually rezone the area's residential midblocks, the designation of an expanded Upper East Side Historic District, and successful legislation to limit the use of zoning loopholes in new development.

On a monthly basis, FRIENDS attends all Landmarks Preservation Commission hearings and testifies on Upper East Side items. We regularly monitor, attend and testify before the Community Board, City Planning Commission, Public Design Commission and City Council to encourage appropriate development on the Upper East Side.

In addition, FRIENDS serves as a neighborhood advocate, educating the community and fostering an appreciation of the importance of the built environment. For our young friends, we teach elementary school students about architecture and history. For adults, we hold symposia, sponsor walking tours, lectures and annually give awards for outstanding preservation projects.

### **Position Description**

Reporting to the President and Board of Directors, the Executive Director leads all preservation and planning advocacy initiatives, including review of Landmarks Preservation Commission applications and land use policies affecting the Upper East Side. Representing the organization to the public at large, the Executive Director manages relationships with community partners, residents, institutions, government, and the press while also organizing all communications and outreach via print and online publications.

The Executive Director coordinates all fundraising efforts, including, but not limited to, grant applications, membership management, and the annual benefit gala. The Executive Director



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oversees all programming including special preservation and research projects, walking tours, symposia, exhibits, and an annual meeting and awards ceremony.

The Executive Director is responsible for day-to-day management of the organization, including human resources, internal and external communications, event planning, membership programs, and office management. The Executive Director supervises a small staff, as well as interns and consultants in the areas of zoning, fundraising, accounting and bookkeeping, and public programs.

### **Qualifications**

This position requires a high-energy, motivated candidate who possesses the following skills and qualifications:

- An advanced degree in historic preservation, urban planning or related field (or comparable work experience).
- Extremely knowledgeable about historic preservation and land use policy in New York City.
- Demonstrated leadership of a small, collaborative team.
- Must have strong communication skills, be comfortable with public speaking, and be able to build relationships with multiple constituencies including public policy makers.
- Experience in fundraising and knowledge of the administrative aspects of running a non-profit is essential.
- Strong administration skills with meticulous attention to detail and a high level of computer proficiency.
- Some evening and weekend availability as needed.

This is a full-time, paid position within regular business hours in-person with some remote flexibility. Benefits include paid time off, monthly stipend toward health insurance, access to 401(k) retirement plan. Salary in the range of \$70,000-80,000 commensurate with experience.

**Interested applicants should submit a single PDF document with cover letter and resume via e-mail to [info@friends-ues.org](mailto:info@friends-ues.org).**

For additional information about FRIENDS, please visit our website: [www.friends-ues.org](http://www.friends-ues.org).