



JOB TITLE: Vice President, Preservation
EMPLOYMENT CATEGORY: Full-Time / Salaried, Exempt (40 hours/week)
SALARY RANGE: \$75,000 - \$80,000 (commensurate with experience)
DATE POSTED: September 12, 2022
REPORTS TO: President and CEO

POSITION SUMMARY:

Historic Annapolis (HA) is seeking a Vice President of Preservation to lead the Preservation division of our organization. This is an exceptional opportunity to join the senior management team at HA, the leading non-profit preservation and history organization in Annapolis, Maryland. The programs under the incumbent's direction focus on property management and preservation advocacy specific to protecting the historic character of Annapolis. Alongside the President and CEO and Board of Trustees, the Vice President of Preservation is a public advocate and spokesman for HA's preservation-related programs and provides outreach and education within the local community. The incumbent will work closely with the Annapolis Historic Preservation Commission (HPC) and other partnering organizations/agencies.

This position is an exceptional opportunity for a talented individual to grow professionally as a part of an impactful organization that has become increasingly visible in Annapolis the past several years, making connections with our past to envision a better future for the entire community. The Vice President of Preservation's office is located in our executive offices at Shiplap House (c. 1715), steps from City Dock in the heart of the Historic District. This position offers a competitive salary and a generous benefits package. It is an exciting time in the history of our organization, and we invite you to consider joining the team at Historic Annapolis.

ABOUT HISTORIC ANNAPOLIS:

Historic Annapolis' mission is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark. For more information, visit annapolis.org.

MAJOR RESPONSIBILITIES:

- Conduct best practices and maintaining high standards in preservation, restoration and rehabilitation projects involving HA properties; oversee comprehensive maintenance schedule for 13 properties and associated grounds, a dozen of which are state-owned
- Supervise Horticulture Staff, comprised of a Facility Manager, who manages the day-to-day operations of HA properties, and gardening staff
- Provide support to the Senior VP, Capital Projects with the management of the James Brice House restoration project, and attend restoration team meetings, as needed
- In consultation with the President, research, write and/or present preservation-related testimony on behalf of the organization
- Provide technical assistance and consultation to the public on preservation-related matters
- Review HPC applications, prepare written comments and provide public testimony at hearings, as needed
- Administer and direct historic easement program, to include project review of modifications that may affect the historic character of HA easement properties

- Manage and direct historic marker program, to include overseeing interns, volunteers, and staff who carry out various tasks associated with the program
- Administer annual Preservation Awards program, to include identifying candidates for awards, prepares recognition, and presents awards at the annual meeting
- Oversee property emergency management program; responsible for updating, maintaining and providing training on the Emergency Disaster Planning for HA properties, in tandem with Curator of Collections
- Develop and facilitate programming for Preservation Circle members, as well as other public programs and outreach initiatives related to preservation division
- Monitor planning, legislative issues, and current issues in preservation, to include resiliency, environmental issues and tax credits
- Participate in partnerships/forums/and organizations dealing with historic preservation, heritage tourism, conservation, and land use issues
- Manage grant-funded preservation projects, including tracking expenses, overseeing work, and preparing narratives for applications and reports, in conjunction with the Development Department
- Manage preservation interns, as needed
- Serve as staff liaison to the Preservation, Education, and Collections subcommittee of the Board of Trustees, along with the VP of Education and Curator of Collections
- Other duties as assigned by the President and/or at the request of the Board of Trustees

DESIRED QUALIFICATIONS:

- Undergraduate and/or Master's degree in American History, Historic Preservation, Planning, Architecture or related field
- 6+ years of experience in comparable position; management and/or non-profit experience a plus
- Proficiency in current issues in historic preservation, to include resiliency issues
- Demonstrated knowledge of Maryland history, architecture, archaeology, horticulture, or architectural history a plus
- Ability to communicate the mission of HA to internal and external audiences
- Project management skills, with demonstrated ability to create and manage budgets
- Highly motivated, goal oriented, creative thinker
- Excellent customer service, time management and organizational abilities with exceptional oral and written communication skills
- Proficiency in Microsoft Office Suite and Zoom (virtual meeting program)
- Ability to multi-task, set priorities, and work independently with great attention to detail and consistently meet deadlines
- Willingness and ability to function as a team player, including working a flexible schedule, including occasional evenings and weekends, to accommodate the needs of Historic Annapolis.

ADDITIONAL INFORMATION:

Historic Annapolis offers a competitive benefits package, including medical and retirement benefits. The office environment is flexible, fluctuating between an office setting to meetings outside the office and the periodic opportunity to work remotely.

EQUAL OPPORTUNITY EMPLOYER:

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applicants should submit a cover letter and resume, including salary requirements, to Ms. Lucy Mikhailova at lucy.mikhailova@annapolis.org by October 3, 2022.