

Position Available

Deputy Director of Sacred Sites and Preservation Services

The New York Landmarks Conservancy is one of the largest nonprofit preservation organizations in the nation with the mission to help preserve the very best of our architectural and cultural heritage for our benefit now, and for those yet to discover the city we love. We are seeking a new Deputy Director of Sacred Sites and Preservation Services.

The successful applicant will split time between two of the Conservancy's major outreach programs: the Sacred Sites Program and the Preservation Services Center.

Requirements and Qualifications

The applicant should be a self-motivated, highly organized team-player with a minimum of either a bachelor's degree in historic preservation and four years of preservation/conservation experience or a master's degree in historic preservation and two years of preservation/conservation experience.

Training and experience with preservation appropriate materials and techniques is required. This includes knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties including experience evaluating problems in older buildings; researching and evaluating strategies for repair and restoration; and occasional monitoring of construction projects. Experience with regulatory review processes is desirable, and specific knowledge of New York City Landmarks Preservation Commission's rules and regulations a plus.

Strong verbal, presentation, writing, and editing skills are important, along with comfort using technology. The ability to work with and communicate preservation and conservation concepts to diverse population—including homeowners, religious leaders, non-profit managers, contractors, and consultants—is essential. The applicant should be a skilled user of Microsoft Office products. Some Adobe Suite experience (specifically Photoshop and InDesign) is desirable and ArcGIS experience is a plus.

The applicant should have a valid driver's license. While owning a car is not needed, the ability to occasionally drive a car in dense urban areas and long distances is a requirement. Responsibilities include semi-annual overnight travel, either by car or air. The ability to climb ladders and scaffolding is also required.

Responsibilities

Under the supervision of the Directors of the Sacred Sites Program and Preservation Services, the primary responsibilities of the Manager of Grants and Preservation Services are outlined as follows:

Sacred Sites Program

Work with prospective grant applicants to explain the Sacred Sites Program, grant-review process, and site-and project-eligibility criteria. These meetings might be in person, by phone, or via Zoom, and might require explaining complex preservation concepts to non-professionals.

Oversee the intake and processing of approximately 50 grant applications total in two annual Sacred Sites grant rounds. This includes reviewing applications for completeness, adequate documentation, and conformity with the program's funding guidelines. Contact applicants to request any needed additional documentation.

Maintain the Sacred Sites Program's Access database, and complete data entry for grant applications.

Perform outreach site visits for the Sacred Sites Program in the metropolitan New York City region. Perform semi-annual grant-review site visits for statewide grant applicants.



Coordinate activities with City and State preservation agencies and private organizations, public and private funders; and architects and contractors on behalf of grantees, as needed.

Prepare evaluation materials for semi-annual Sacred Sites Committee review meetings, including a narrative evaluation and funding recommendation for each applicant. Present these materials at the meetings and prepare follow-up correspondence to applicants.

Maintain portions of the Conservancy's website, electronic application forms, and coordinate grant-payment processing with the Conservancy's Finance Director.

Organize and maintain documentation of grant projects and payments for Conservancy's annual audit.

Assist in planning the Conservancy's annual Sacred Sites Open House.

Participate in preparing annual Sacred Sites program budget, goals, and target initiatives.

Track and report on program activity, analytics, and achievements for funding partners, as well as prepare proposals for potential funding sources.

Periodically assist in research and preparation of State and National Register eligibility applications, and historic resource surveys.

Periodically plan workshops and presentations on topics relevant to Sacred Sites.

Preservation Services Center

Respond to technical inquiries from the general public on issues of building repair and restoration, helping to maintain a list of qualified contractors for professional referrals, and evaluate completed projects.

Assist with the administration and annual monitoring of properties in NYC on which the Conservancy holds preservation easements.

Participate in site visits to review potential emergency preservation grant projects.

Participate in the planning, development, and implementation of technical workshops for professionals.

For additional information about the organization, visit the Landmarks Conservancy's website at www.nylandmarks.org.

Salary range of \$72,000 to \$80,000. Benefits include medical and dental insurance; 403(b); paid vacation and sick time; and hybrid work schedule.

Interested candidates should email an application that includes a résumé and writing sample to:

Blaire E. Walsh, Director, Preservation Services: blairewalsh@nylandmarks.org
Colleen M. Heemeyer, AICP, Deputy Director, Sacred Sites and Preservation Services:
colleenheemeyer@nylandmarks.org

Please put "Deputy Director Position" in the email subject line. We will send an email acknowledgement of application receipt within one business day of submission.