



**JOB TITLE:** Vice President, Preservation  
**EMPLOYMENT CATEGORY:** Full-time / Exempt  
**COMPENSATION:** \$80,000-\$85,000 annually  
**REPORTS TO:** President & CEO

### **ABOUT HISTORIC ANNAPOLIS**

The mission of Historic Annapolis 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.

**Summary:** The Vice President of Preservation oversees programs that focus on property management, historic preservation, and preservation policy and advocacy specific to protecting the historic character of Annapolis. Alongside the President & CEO and Board of Trustees, the VP of Preservation is a public advocate and spokesperson for HA's preservation-related programs and provides outreach and education working closely with the Annapolis Historic Preservation Commission (HPC) and other partnering organizations/agencies.

### **Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Conduct best practices and maintain high standards in preservation, restoration and rehabilitation projects involving HA properties.
- Oversee the Property Manager in executing a comprehensive maintenance schedule for 13 properties and associated grounds. Coordinate with City and State reviews as needed.
- In consultation with the President & CEO, review applications and research, write, and/or present preservation-related testimony on behalf of the organizational public hearings.
- In conjunction with the President & CEO, act as spokesperson on preservation and advocacy-related issues.
- Provide technical assistance and consultation to the public on preservation-related matters.
- Administer and direct historic easement program, including project review of modifications that may affect the historic character of HA easement properties.
- Administer annual Preservation Awards program, including identifying candidates for awards, preparing recognition, and presenting awards at the annual meeting.
- Oversee property emergency management program and update, maintain, and provide training on the Emergency Disaster Planning for HA properties, in tandem with the Curator and Property Manager.
- Oversee preparation of capital reserve study for buildings and grounds, when applicable.
- Develop and facilitate public programs and outreach initiatives related to preservation and advocacy, including the organization's preservation efforts relating to HA's 75<sup>th</sup> anniversary of its founding.
- Monitor planning, legislative, and current issues in preservation, including resiliency, environmental issues, and historic tax credits and ensure compliance with preservation laws and standards at local, state, and federal levels.
- Oversee Advocacy Advisory Sub-committee.

- 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 the budget, timelines, and resource allocation for Preservation Department.
- Manage preservation interns, as needed.
- Participate on the Preservation, Education, and Collections (PEC) committee of the Board of Trustees, representing preservation issues and interests, as needed.
- Exercise best practices and adhere to HA's Document Retention Policy while managing preservation and property-related archival documents, maps, plans, and photographs.

### **Supervisory Responsibilities**

Manages the Property Manager in the Preservation department.

### **EDUCATION and EXPERIENCE**

Bachelor's degree in American History, Historic Preservation, or Architecture and six years of related experience or equivalent combination of education and experience. Prior experience must include historic preservation. Master's Degree and non-profit experience are considered a plus.

### **Other Qualifications**

- Strong interpersonal skills, including the ability to communicate with internal teams.
- Strong public relations skills, public speaking, and writing.
- Ability to prioritize multiple responsibilities effectively.
- Proficiency in current issues in historic preservation, including resiliency issues.
- Demonstrated knowledge of Maryland history, architecture, archaeology, horticulture, or architectural history.
- Project management skills, with demonstrated ability to create and manage budgets.
- Experience setting and managing budgets and using associated software.

### **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.