The Opportunity:

The Nantucket Historical Association seeks a Director of Properties to oversee maintenance, preservation and restoration of its exceptional collection of historic and modern properties. We are looking for a leader with a demonstrated ability to manage staff and accomplish multiple projects. The successful candidate will have experience with building or facilities management and a background and passion for preservation; will be an effective team player; will be highly organized; will be decisive and clear and have a commitment to completing strategic projects on time and on budget. He/she will be vigilant about the long-term needs of an array of heritage sites on an exceptional island, one of the first designated National Historic Landmarks in the United States containing over 800 buildings built before the Civil War.

The Nantucket Historical Association currently cares for twenty-one sites on Nantucket Island ranging from the 17th to the 20th century, all of which contribute to an interpretive narrative of the island’s history from settlement, through the great whaling era and into the period of Nantucket’s reawakening as a renowned art colony and resort.

Responsibilities:

Historic Properties:

- Develop and oversee a proactive preservation and maintenance program for all NHA sites according to the organization’s strategic plan;
- Effectively supervise a maintenance and grounds team to ensure that the properties appear and are well cared for;
- Contribute hands-on assistance to projects and daily upkeep of properties;
- Actively assist in the reinvention and development of best uses for the properties;
- Help identify and supervise contractors (in a competitive bidding process reviewed and approved by Associate Director, Executive Director, and Chair of the Properties and Housing Committee) for NHA property projects;
- Work closely with contractors to ensure that best preservation practices are adhered to and timetables and project budgets are met;
- Devise and monitor budgets that progress the NHA’s strategic preservation intents;
- Manage rental of selected properties to island businesses;
• Actively seek funding for property needs in coordination with the Executive Director and Development Department;
• Lead training sessions for staff while possessing an interest in his/her own professional growth;
• Identify and implement practical approaches to accessibility issues;
• Serve as staff liaison to the governing board’s Housing and Properties Committee, working closely with committee chair to prepare meeting agendas and minutes;
• Co-ordinate with curatorial staff on overlapping projects;
• Undertake research and promote the importance of our property efforts;
• Represent the NHA in regional and national public and professional forums having to do with our preservation and interpretive efforts;
• Lead permitting efforts for all properties projects Create and maintain a central property files, databases, and drawing archives
• Lead security and emergency preparedness
• Other duties as assigned, such as assisting with programs and events

Qualifications:

• Five years experience in property management and historic preservation;
• Formal or informal training in historic preservation and/or preservation architecture;
• Demonstrated ability to manage and lead staff;
• Demonstrated ability to work in a team setting;
• Ability to work effectively with governing board, local and regional regulatory bodies, contractors, and staff;
• Ability to devise accurate estimates for projects;
• Ability to oversee and complete multiple projects on time and on budget;
• Demonstrated writing and research skills;
• Effective presentation skills;
• Experience in grant development and fundraising;
• Sense of humor and an interest in living on an extraordinary island where history is in the air we breathe.

The Director of Properties will report to the Executive Director and be a key member of the NHA’s Senior Management Team. The position is full-time and exempt from overtime.

Cover letter, resumé and three references should be emailed to Rebecca Miller at rmiller@nha.org or c/o Nantucket Historical Association, PO Box 1016, Nantucket, MA 02554.