



# PRESERVATION MARYLAND

## REDEVELOPMENT PROJECT LEAD POSITION DESCRIPTION

### Position Description

This is a full-time, exempt, benefited position. Successful completion of a six-month probationary period is required for continued employment in this role. The program makes direct investments in Maryland's historic places through the restoration, rehabilitation, and revitalization of historic structures and the communities in which they reside. The organization pursues many approaches to accomplish this work, each tailored to the specific property, including but not limited to direct acquisition and rehabilitation, project management consulting, loans and options, and partnerships with for-profit entities on large scale redevelopment projects.

Preservation Maryland provides a generous benefits package including health insurance, retirement fund contributions, paid vacation and sick time off, and paid holidays. Preservation Maryland is currently headquartered in Baltimore, MD. The salary range for this position is \$55,000 – 65,000, commensurate with education and experience. Staff members currently follow a two-day per week in-office hybrid schedule. The position will remain open until it is filled.

### Responsibilities

The Redevelopment Project Lead will be a conduit for project oversight and communication on behalf of and between Preservation Maryland and its program partners, including but not limited to architectural, engineering, and construction firms, developers, government agencies, nonprofits, private property owners, and stakeholders. Additionally, the position will often represent Preservation Maryland in public meetings as well as in front of potential funders and partners.

### Specific responsibilities will include:

- Manage active redevelopment projects, which may include but is not limited to procurement, contract execution and management, day-to-day communication with partners, stakeholders, and project teams during any/all project phases under Preservation Maryland purview, budget tracking, payment reconciliation, deliverable documentation review, and required reporting
- Assist the Development team with application to and administration of program-related grants/investments
- Investigate potential redevelopment opportunities on behalf of the organization, which may include but is not limited to research, information gathering, budget development, site visits, partnership cultivation, etc.
- Accompany the program director or CEO in meetings, virtual and/or in-person, with potential program funders and/or partners
- Assist respective Preservation Maryland staff with developing materials for fundraising, outreach, and promotional efforts in support of the program
- Develop and present materials for public meetings, information sessions, webinars, etc.
- Create written content for web/social media

- Provide technical assistance
- Willingness and ability to travel and engage in limited weekend and evening work
- Other duties as assigned

### Preferred Skills and Experience

- Three (3) years of professional experience in property redevelopment, construction project management, real estate finance, or a related field
- Bachelor's degree in Architectural History, Architecture, Business/Accounting, Historic Preservation, History, Real Estate Finance, Planning (Urban, Regional, or Community), or a related field preferred
- Excellent writing and editing skills
- Ability to take initiative and work independently
- Experience in and/or passion for historic preservation
- Robust problem solving, communication, and collaboration skills
- Possession of a valid automobile operator's license

*Preservation Maryland is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*

### About Preservation Maryland

Preservation Maryland is a nonprofit that harnesses the power of historic places by revitalizing and reinvesting in communities, advocating, and building the historic trades workforce for the benefit of all Marylanders. Founded in 1931, the organization is Maryland's oldest and principal historic preservation nonprofit. Preservation Maryland has been a resource for history and preservation services as it has worked to aid individuals with the collection of stories, preservation of historic resources and landmarks, and been a staunch advocate at the local and state level to conserve open space and increase available funding for preservation efforts. Today's Preservation Maryland focuses on four key programmatic areas: historic property redevelopment, historic trades workforce development, preservation services and funding, and smart growth.

The Historic Property Redevelopment Program makes direct investments in Maryland's built environment through the restoration, rehabilitation and revitalization of historic structures and the communities in which they reside.

The Campaign for Historic Trades is the national philanthropic partner of the National Park Service's Historic Preservation Training Center in Frederick, Maryland and is the organization's workforce development program. The Campaign works to ensure quality employment and a quality workforce for the historic trades by breaking down barriers, increasing access to education resources, and registering apprenticeships with the Department of Labor at the state and federal level.

Smart Growth Maryland advocates and works towards a more environmentally and economically sustainable future through better development patterns. The program focuses on encouraging infill and

redevelopment to protect the environment, reduce negative impacts on water quality, and curb sprawl by investing in existing communities.

Additionally, Preservation Maryland administers grant programs to provide funding for preservation, planning, public history, and other revitalization and conservation projects across the state. For 30 years the Heritage Fund, a cooperative effort with the Maryland Historic Trust, has supported projects that fall out of the scope of other available preservation and cultural resource funding opportunities.