



TITLE Community Investment Associate

ORGANIZATION: Preservation Maryland

LOCATION: Baltimore, MD (Hybrid)

REPORTS TO: Preservation Resource Manager

POSITION DESCRIPTION

This full-time, exempt position supports a broad range of preservation services provided by Preservation Maryland. The position requires previous professional experience and experience in grant administration and distribution. Experience in historic preservation, public history, or American history is a plus.

The position will support the Preservation Resource Manager to grow the dynamic and wide-ranging preservation services provided by the organization. Through entrepreneurial management, the position will be provided with opportunities to support the distribution of \$500,000+ annually through the Heritage Fund Grant Program, Maritime Heritage Grant Program, and the Maryland Canal Towns Reinvestment & Revitalization Initiative program, coordination and logistics for virtual and in-person educational gatherings, easement management, assisting individuals, organizations and municipalities with technical assistance on complex projects and overseeing grant-funded special projects.

RESPONSIBILITIES

- Serve as the administrator for the organization's grant program, tracking programmatic activity, maintaining accurate and timely records, and ensuring effective and efficient processes throughout.
- Support the Preservation Resource Manager with Heritage Fund, Maryland Maritime Heritage Grant Program, Maryland Canal Towns Reinvestment & Revitalization Initiative, and the Revolving Loan Fund.
- Coordinating grant committee meetings, maintaining grant records, communicating program guidelines and criteria to potential grantees.
- Work with the Director of Finance and Operations for grant payments and budgets for the grants.
- Creating and updating applications and other grant management forms as needed.
- Coordinating with the Director of Communications to update the website for each cycle and tracking on grantee progress and ensuring compliance with guidelines.

- Coordinate virtual and in-person events across the state including event logistics, budgeting, registration, day-of event management and post-event financial and programmatic follow-up.
- Oversee and expand other new preservation initiatives, grant funded projects, expansion of new grant programs, etc.
- Field incoming preservation-related inquiries from the public and helping guide them to the appropriate organization, agency, or website to help address their needs.
- Support this work through the creation of simple preservation how-to content for blog and social media platforms.
- Perform other duties as assigned.

PREFERRED SKILLS AND EXPERIENCE

- Proven experience with grant management.
- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment.
- Passion for and background in historic preservation and/or grant making.
- Strong written and oral communication, including interpersonal and presentation skills.
- Ability to communicate effectively with others in writing and obtain needed information for completion of projects.
- Strong organizational skills, with the ability to effectively plan, prioritize and manage multiple tasks and activities, independently and collaboratively.
- Excellent critical thinking skills to help resolve project constraints and make decisions, paired with a desire to take initiative.
- Proficiency in Microsoft Office Suite, OneDrive, & Adobe.
- Proficiency in SmarterSelect.
- Ability to attend meetings and perform work assignments at locations outside the office, including the ability to work evening and weekends as needed.
- Valid driver's license, reliable transportation, and ability to travel throughout Maryland.

BENEFITS

Preservation Maryland provides a generous benefits package including employer paid health insurance, retirement, vacations, holidays, and a flexible, hybrid work schedule. Compensation will be between \$50,000-\$60,000, commensurate with experience.

TO APPLY

Send a cover letter summarizing your professional skills, relevant work experience, and interest in the preservation of Maryland history along with your resume to submit@presmd.org with the subject line Community Investment Associate.

Applicants will be notified of the receipt of their cover letter and resume. Selected candidates will be contacted by Preservation Maryland to set up an interview. No phone calls, please.

Preservation Maryland is an inclusive workplace that affirmatively values diversity in all its forms. We strongly encourage all qualified candidates to apply.

ABOUT PRESERVATION MARYLAND

Founded in 1931, Preservation Maryland has been a leader in the preservation movement of the state and nation ever since. The organization's mission is the preservation of Maryland's historic buildings, neighborhoods, landscapes and archeological sites through outreach, funding, property redevelopment, advocacy, and workforce development.

Preservation Maryland achieves its mission through an expanding group of core programs. The organization provides leadership to a large coalition of individuals and organizations at the state, county, city, and community level that advocate for critical causes. The organization's podcast reaches tens of thousands of listeners annually and has produced over 300 episodes since its launch. Additionally, the organization hosts more than a dozen events, large and small, which provide training, award recognition, and professional development to historic communities and their leaders.

Preservation Maryland leads Smart Growth Maryland, a dynamic program which advocates for state and local policy priorities that directs new public and private investment in keeping with the principles of smart growth. The organization partners with Maryland's leading historic preservation, environmental conservation, and land preservation organizations to help achieve this mission.

The organization makes flexible grants to support the preservation of Maryland history and historic properties in partnership with local nonprofit organizations, community groups and churches. A historic property redevelopment program allows the organization to take direct action to protect threatened historic properties through acquisition, loans, and partnerships.

The organization also serves as the charitable partner of the National Park Service's Historic Preservation Training Center. This partnership, operating as a program called the [Campaign for Historic Trades](#), allows the organization to support the advancement of historic trades training which can open pathways to successful careers for young adults and recent veterans.

To learn more, visit presmd.org.