



**Seeking Field Services Representative to assist community leaders and Preservation Alliance's increasing impact in New Hampshire**

This position and work is at the heart of the Preservation Alliance's expanding impact on communities across New Hampshire – increasing understanding of preservation's benefits, accelerating the rate of revitalized and stewarded special places, and increasing the size and effectiveness of the preservation movement.

**Job Description Overview:**

- Develop and operate a preservation service program to provide technical information, strategy and referrals to community preservation projects.
- Increase effectiveness and communication between the Alliance and its statewide partners, members, and constituents; and assist in attracting new resources.

**Duties:**

- Provide phone and email constituent service. Conduct site visits to advance objectives.
- Develop and execute training programs and materials.
- Manage program budgets and evaluations.
- Advance use of preservation-service related programs including preservation services grants, awards, endangered list and other Alliance programs.
- Communicate regularly with peer organizations to stay abreast of related preservation efforts and issues.
- Assist with public policy issues, events, and other programs as requested
- Assist with public relations/marketing/media appearances as needed
- Staff board committee on preservation services
- Help build support for the Alliance by maintaining and sharing prospects on a regular basis, and occasionally assisting with organizational development activities.

Skills needed: Knowledge of history and architecture; preservation and building trades; fundraising strategies; non-profit and municipal organizations; community engagement and politics; economic development; conservation issues and public relations. A degree in historic preservation or a related field is preferred. Strong organizational abilities and oral and written communication skills are essential.

Please send or email cover letter, resume and names of three references to Jennifer Goodman at [jg@nhpreservation.org](mailto:jg@nhpreservation.org) with "Field Service" for subject.

Open until filled.

Posted 1/7/20