

# LCHIP

Land & Community Heritage  
Investment Program



March 30, 2017

## Historic Resource Specialist

The New Hampshire Land and Community Heritage Investment Program (LCHIP) seeks an experienced, well-organized, detail-oriented person for the position of Historic Resource Specialist. The Historic Resource Specialist reports to the Executive Director and is primarily responsible for assisting the Executive Director in review and administration of LCHIP's historic resource grants to insure that LCHIP-funded projects meet the high standards required by LCHIP's enabling legislation.

### Primary Responsibilities

- Support Executive Director and Board of Directors in review and evaluation of grant proposals;
- Understand and interpret LCHIP *Criteria, Guidelines, and Procedures*;
- Assist eligible applicants with project and proposal development;
- Review architectural drawings, scopes of work, baseline documentation and stewardship plans;
- Design and execute contracts, negotiate language for term preservation easement deeds and executory interest deeds.

### Other Duties

- Prepare guidance materials and workshops to assist applicants in completing applications;
- Update Executive Director and the Board of Directors on project progress;
- Insure that all LCHIP-funded properties are monitored as required and administer monitoring incentive payments per LCHIP guidelines;
- Assist with improvement of organizational policies and project criteria;
- Work cooperatively with Natural Resource Specialist and other staff on parallel and shared duties;
- Cooperate with NGOs, state agencies and similar organizations on projects, programs and events;
- Provide technical assistance, public information, education and training in historic preservation;
- Carry out other tasks and duties as necessary or as directed.

### Requisite Qualifications

- Degree in historic preservation, architectural history, architecture or related field, preferably at Master's level;
- 1 to 3 years of experience in some combination of history, architectural history, historic architecture, historic preservation and project management.

### Additional Qualifications

- Ability to communicate effectively in writing, public speaking and personal conversation;
- Strong understanding of the Secretary of the Interior's Standards for the Treatment of Historic Properties and their application;
- Proficiency in Microsoft Office;
- Working knowledge of New Hampshire municipal governance and Heritage and Historic District Commissions.

This full time (37.5 hours/week) position is based in LCHIP's Concord NH office and includes New Hampshire state employee health insurance and related benefits. The successful candidate must have physical ability to visit sites proposed for rehabilitation, including accessing heights, climbing ladders, exposure to mold, guano, etc. and must have a reliable vehicle for statewide travel. Position may require occasional evening and weekend activities. Salary is low to mid \$40,000s depending on experience.

Submit resume and cover letter by Monday, April 24, 2017 to [officemgr@LCHIP.org](mailto:officemgr@LCHIP.org) or to Historic Resource Specialist Search, Land and Community Heritage Investment Program, 13 West Street, Suite 3, Concord NH 03301.

LCHIP Is an Equal Opportunity Employer

LCHIP is an independent state authority that provides matching grants to New Hampshire communities and non-profits to protect and preserve the state's most important natural, cultural and historic resources. Its legislatively mandated mission is to ensure the perpetual contribution of these resources to the economy, environment and the quality of life in New Hampshire. All funding for LCHIP grant-making and administrative costs depends on the state budget process. For more information, see [www.lchip.org](http://www.lchip.org).