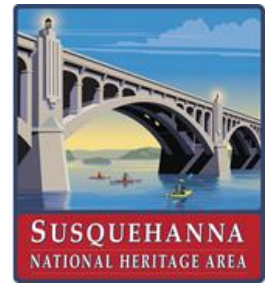


SUSQUEHANNA NATIONAL HERITAGE AREA

POSITION DESCRIPTION



JOB TITLE: Project Director

(Full-time regular employee position with benefits)

REPORTS TO: Senior Vice President, Planning & Projects

POSITION SUMMARY

Under direction of the Senior Vice President and in close collaboration with the President, the Project Director is responsible for coordinating the planning, design, and development of the Susquehanna Discovery Center & Heritage Park (SDC). This project is a multiphase SNHA-led initiative to save and redevelop the historic Mifflin house and farm as a new gateway visitor destination for America's 55th National Heritage Area. The site includes 90 acres of historic buildings and landscape associated with important Underground Railroad and Civil War history. The Project Director will work closely with the Board of Directors, SDC Task Force, community stakeholders, funders, and contractors to ensure the project is delivered on time, within budget, and to the highest standards. The Project Director may also assist with other SNHA projects.

RESPONSIBILITIES

- Develop and manage project timelines, budgets, work plans, and project meetings.
- Coordinate local, state, and federal grant administration and compliance for the project.
- Manage SDC Task Force, including meetings, communications, and engagement.
- Coordinate with funders, stakeholders, and contractors to ensure project objectives are met.
- Ensure that all necessary permits, approvals, and regulatory requirements are obtained.
- Oversee project design and construction, including selection and management of contractors and monitoring project activities for contract compliance.
- Develop and execute an outreach and engagement strategy for the project.
- Coordinate and participate in fundraising activities for the project.
- Manage the development of interpretive exhibits, programming, and educational materials.
- Oversee development of a long-term stewardship plan for project facilities.
- Manage project files and evaluation, including visitor feedback and impact on the community.

EXPERIENCE

- Bachelor's degree in related field, such as urban planning, architecture, landscape architecture, construction management, engineering, project management, or cultural resources management.
- At least 5 years of experience in project management, with experience in museum, cultural heritage, or park projects preferred.
- Ability to work independently and directly with Board members and community leaders.
- Strong organizational and interpersonal skills, with ability to effectively communicate with stakeholders and contractors.
- Knowledge of heritage preservation, interpretive design, and exhibit development.
- Experience with construction management and procurement processes.
- Experience managing projects funded with federal and state grants, including Pennsylvania Redevelopment Assistance Capital Program (RACP) awards.

- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Must have a valid driver's license and the ability to travel using own vehicle. Travel will be primarily within the two-county region with some travel beyond required. Work is performed primarily in an office, and at the project site in all types of weather. Must be able to lift and carry objects weighing up to 40 pounds.

DIVERSITY AND EQUAL OPPORTUNITY

SNHA is committed to creating a diverse environment and is proud to be an equal opportunity employer. We respect, encourage, and seek to enhance diversity among our staff, Board of Directors, partners, and volunteers and view such diversity as a strength. SNHA does not discriminate on the basis of age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race or color.

Salary

Up to \$65,000

Application Instructions

Submit résumé and cover letter to info@susqnha.org, and make sure to address any professional and personal experiences which are relevant to this position.

Timeline

Applications will be accepted until the position is filled.

December 6, 2023