

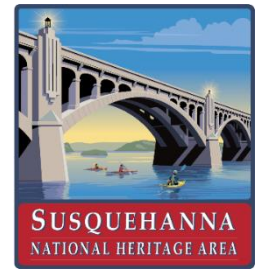
# **SUSQUEHANNA NATIONAL HERITAGE AREA**

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## **POSITION DESCRIPTION**

### **SDC PROJECT LEADER**

(Full-time regular employee position with benefits)



**POSITION SUMMARY:** Under direction of the Senior Vice President for Planning & Projects and in close collaboration with the President & CEO, this position is responsible for coordinating the planning, design, development, and funding of the Susquehanna Discovery Center & Heritage Park (SDC). This project is a multi-year, multiphase SNHA-led initiative to redevelop the historic Mifflin house and farm near the Susquehanna River in Wrightsville, PA as a new gateway visitor destination for our two-county State and National Heritage Area. The site includes 90 acres of scenic and historic landscape and buildings associated with important Underground Railroad and Civil War history. The SDC Project Leader will work with SNHA's leadership team, Board of Directors, SDC Task Force, community stakeholders, funders, consultants, and contractors to ensure the project is designed, funded, and delivered on time, within budget, and to the highest standards.

### **RESPONSIBILITIES**

- Engage in senior-level decision-making with President & CEO, leadership team, and Board of Directors to oversee all aspects of development for the Susquehanna Discovery Center & Heritage Park project.
- 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.
- Oversee development of a Master Plan & Interpretive Framework for the project with consultants.
- Ensure that all necessary permits, approvals, and regulatory requirements are obtained.
- Manage project design, permitting, and construction, including selection of consultants and monitoring of project activities for contract compliance.
- Develop and execute a community outreach and engagement strategy for the project.
- Support and participate in fundraising activities for the project.
- Manage development of interpretive exhibits, programs, and educational materials associated with the project.
- Oversee development of a long-term stewardship plan for project facilities.
- Manage project files and evaluation, including visitor feedback and impact on the community.
- Provide support for other major SNHA development projects as needed.

### **QUALIFICATIONS**

- B.A. in related field, such as urban planning, architecture, landscape architecture, construction management, engineering, project management, or cultural resources management.
- Minimum 5 years' experience in project management, preferably with museum, heritage, or park projects.
- Experience with construction management and procurement processes.
- Knowledge of heritage preservation, interpretive design, and exhibit development preferred.
- Experience managing projects funded with federal and state grants, preferably including Pennsylvania Redevelopment Assistance Capital Program (RACP) awards.
- Excellent interpersonal and communication skills, with the ability to engage with diverse stakeholders.
- Ability to work independently and directly with Board members and community leaders.
- Integrity, honesty, reliability, and dedication to the mission of SNHA.
- Ability to multi-task, prioritize workload, and meet deadlines with attention to detail and accuracy.
- Flexibility, professional manner, cultural sensitivity, and friendly, problem-solving personality.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) required.
- Ability to assist with general office duties, events, and programs when needed, including set-up and moving of furniture and equipment and lifting of materials of varying weights and quantities.
- Valid Pennsylvania driver's license and ability to travel using own vehicle.

## **ORGANIZATIONAL EXPECTATIONS**

This organization has high standards for personal behavior. We must continue to earn the trust and respect given to us by our supporters and expected from us by those we serve. We are ethical. We always strive to do the right thing. We are respectful. We apply the Golden Rule in all our external and internal relationships. We are reliable. We can be counted on to do what we have promised. We try to exceed expectations.

## **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 based on age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race, or color.

## **EMPLOYEE BENEFITS**

Full-time, exempt employees' work schedules are generally 40 hours per week, Monday through Friday. A flexible work schedule or additional work hours may be necessary to meet the requirements of the position, which may encompass evening hours and weekend work. Full-time employee benefits include:

- 10 paid holidays, 15 personal leave days (with accrual schedule related to length of employment), and various types of unpaid leaves of absence.
- Medical and dental insurance for staff members and dependents after 60 days of employment (subject to annual review and funding.)
- Simple IRA retirement plan with 3% employer match contribution.

## **SALARY**

Commensurate with experience. Expected hiring salary \$65,000-\$75,000 annually.

## **APPLICATION INSTRUCTIONS**

Submit résumé and cover letter to [jpinkerton@susqnha.org](mailto:jpinkerton@susqnha.org) and make sure to address all professional and personal experiences which are relevant to this position.

## **TIMELINE**

Applications will be accepted until the position is filled.