

LCHIP

Land & Community Heritage
Investment Program



Position Announcement Historic Rehabilitation Grants Specialist

The New Hampshire Land and Community Heritage Investment Program ([LCHIP](#)) seeks an individual with a passion for historic preservation to join the LCHIP team as one of two Historic Rehabilitation Grants Specialist (HRGS), charged with administering LCHIP's historic-resource rehabilitation and preservation planning grant programs.

LCHIP's HRGS are responsible for working with community groups across the state to support long-term preservation of historical and cultural resources, ensuring that all rehabilitation and planning grant-funded projects adhere to statutory requirements, organizational policies, and best practices in historic preservation.

OVERVIEW – The HRGS work closely with organizations seeking LCHIP funding, providing guidance and technical assistance from project development through proposal evaluation and project implementation. The HRGS are also responsible for overseeing care and use of rehabilitated buildings and structures throughout a post-grant stewardship term of five or more years. Thus, the HRGS's ability to develop a positive, professional relationship with individuals and organizations and to maintain that relationship over time is essential.

PROFILE - The successful HRS will

- demonstrate an aptitude for understanding and interpreting various forms of technical writing, including the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#), architectural drawings, plans, estimates, bids, specifications, deeds and contracts
- possess, or commit to independently acquiring, a general knowledge of the architectural history of the northeastern USA and the typical building practices and rehabilitation treatments for various architectural elements and materials
- value the opportunity to work directly with community groups and individuals to expand capacity and support the preservation and conservation of New Hampshire's unique heritage
- be tactful, and utilize sound judgment and a thoughtful, resourceful approach to problem-solving
- communicate detailed information clearly, precisely, and effectively both verbally and in writing
- enjoy working with individuals with varying degrees of knowledge and experience to achieve common goals
- employ effective time and project management techniques to maintain efficient work flow
- thrive as an integral member of a small, high-energy, and collaborative team
- hold a degree in historic preservation/preservation studies, architectural history, architecture, or a closely related field, preferably at Master's level and
- bring two to five years' relevant work experience, although personal aptitude, a demonstrated commitment to historic preservation, and a willingness to apply oneself to the position will be equally valued.

3 N. Spring St., Suite 100 Concord, NH 03301 [LCHIP.org](#) (603) 224-4113

DETAILS –

- This is a salaried, 37.5 hours/week position based in Concord, NH that is available immediately and will remain open until filled by the ideal candidate.
- The position may require very occasional evening and weekend activities.
- A hybrid work schedule may be considered following a successful 6-month orientation period.
- A clean driving record and a dependable, insured personal vehicle are required for regular statewide travel, which is reimbursed at the federal mileage rate.
- The willingness and ability to inspect historical structures or sites including accessing heights, climbing ladders, navigating confined or dark spaces or uneven flooring and terrain, with possible exposure to dirt, dust, mold, guano, etc. is required

COMPENSATION -

The Historic Rehabilitation Grants Specialist will receive a highly competitive starting compensation package to include

- annual salary between \$55,000 - \$60,000
- 29 paid personal days off per year (9 holidays & 4 weeks personal time) and generous medical leave
- access to the excellent [health, dental, life insurance benefits](#) afforded to classified state employees (2023 employee premiums are \$520/year single and \$1756/family)
- enrollment in the [NH Retirement System's \(Pension\) Defined Benefit Plan \(457 B\) plan](#) and deferred compensation

TO LEARN MORE -

Submit resume and cover letter to Pbellemore@lchip.org, including the words “[HRGS Position](#)” in the subject line. No phone calls please. An application form will be forwarded to all qualified applicants.

[LCHIP](#) is an Equal Opportunity Employer and 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.