



**Title: Preservation Services Manager (FLSA Status: Fulltime / Exempt)**

**Reports To: Senior Director of Preservation Advocacy**

## **ABOUT HISTORIC DENVER**

Historic Denver is the foremost voice advocating for Denver's historic and cultural assets, working every day to promote and protect Denver's historic places and spaces and the stories they tell about Denver's diverse residents and communities. In addition to owning and operating the Molly Brown House Museum, Historic Denver conducts educational programming and events, leads walking tours, provides technical assistance to owners of historic properties, and holds preservation easements on more than 73 of Denver's most beloved buildings.

## **THE OPPORTUNITY**

Historic Denver is currently hiring a Preservation Services Manager responsible for overseeing existing preservation programs. This role will focus on providing resources to owners of historic properties and supporting existing preservation programs. The Preservation Services Manager will oversee a robust preservation services program that provides technical assistance, grant writing, and grant management to partner agencies and owners of historic buildings.

## **THE ROLE**

### **Preservation Easements**

- Oversee Historic Denver's Easement Program including more than 70 preservation easements and communicate with the owners of all easement properties.
- Bi-annual easement inspection and managing easement inspection interns and volunteers charged with visiting each property and preparing condition reports.
- Serve as the primary conduit for the easement program, to include accepting new easement properties, as well as fielding requests for alteration to existing Historic Denver easement properties that occur throughout the year, and maintain all related files
- Manage the Contractor Resources List for the organization and keep updated

### **Grant Writing and Grant Management**

- Seek grant funds from the Colorado State Historical Fund and foster new partnerships for future grant opportunities.
- Prepare project concepts, write grant applications, and manage grant projects, which require strong organizational skills to monitor and report financial progress
- Oversee contractors, review proposed work, and communicate with the funder and property owner. maintaining all related files.

## **Historic Property Research and Advocacy Support**

- Research to produce newsletter articles, reports for internal and external use, and advocacy efforts, which need to be clear, concise, and written for a general audience.
- Research related to demolitions, Section 106 review, potential designations and neighborhood history
- Assist with Providing content for the organization's newsletter and electronic communications
- Provide support for outreach events, including occasional tours, forums, neighborhood events and fundraisers

## **Historic Denver Action Fund and Historic Home Loan Fund Programs**

- Primary point of contact for community members and external organizations seeking to access the Historic Denver Action Fund and Historic Home Loan Fund programs
- Create and maintain current and accurate public-facing information on the programs
- Manage internal governance and facilitate the review and determination of applications

## **THE CANDIDATE**

Experience and qualities of the idea candidate are set out below:

- A Bachelors or Masters degree in historic preservation, architecture or planning, history or related field with knowledge of historic preservation values, techniques, and resources.
- Experience with local and national register designations
- Historical and property history research experience.
- Strong communication skills and comfort with public speaking.
- Excellent written and verbal acuity, with strong record-keeping and organizational skills.
- Can work closely with an internal preservation team and volunteers, and support Board committees
- An ability to work effectively with external community partners and stakeholders.
- Past work in a political environment, including interaction with elected officials.
- Adaptable problem-solving skills to respond to urgent issues.
- Please share with us if you are bilingual (Spanish/English).

## **COMPENSATION**

Historic Denver will offer the successful candidate a competitive salary within the range of \$57,500 to \$60,000. The successful candidate will also be eligible for retirement and healthcare benefits, paid vacation and sick leave, and an employee-match SIMPLE IRA plan after year one.

## **HOW TO APPLY**

Please send a resume and cover letter to [jay@historicdenver.org](mailto:jay@historicdenver.org) by the end of the day, Friday, February 13<sup>th</sup>, 2026.

## **REQUIREMENTS**

This is a full-time salaried position requiring no less than 40 hours per week. Work takes place both in the office and across the metro area at historic structures and sites. Occasional weekend, early morning and evening work is required.

### **Physical Requirements**

Works requires physical exertions such as walking, standing, lifting, carrying or similar activities. This work requires walking or standing to a significant degree. This position requires using multiple flights of stairs to a significant degree.

**Equal Opportunity Employer**

*Historic Denver is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other status protected by state or local law.*