



**Job Posting: NSCDA Programs Manager**

October 5, 2020

The National Society of The Colonial Dames of America (NSCDA) seeks a highly motivated professional to join the team at Dumbarton House as NSCDA Programs Manager. This person will have the exciting opportunity to manage both existing and new programmatic initiatives and will be uniquely situated to advance the mission of the NSCDA. A team player, the NSCDA Program Manager will be a savvy self-starter, comfortable serving in a role that is both strategic and tactical, and comfortable working closely with interdepartmental colleagues and volunteer committees to implement Strategic Plan priorities adapted for current pandemic realities. This role spans the three mission areas of the NSCDA—preservation, history education, and patriotic service—and will work to document and expand the impact of our programmatic work.

**Essential Duties & Responsibilities:**

- Build strong relationships with committee and NSCDA leadership;
- Manage NSCDA programs across the three mission areas of the NSCDA—preservation, history education, and patriotic service.
- Manage development, implementation, and sustainability of the Great American Treasures ([www.greatamericantreasures.org](http://www.greatamericantreasures.org)) –NSCDA Museum Alliance program. Manage communications pertaining to NSCDA museums with Dames, staff, and the general public. Provide advice and support to Great American Treasures museums nationally. Develop and implement Great American Treasures membership, friends, and/or annual support programs to build donor base for alliance.
- Coordinate and administer NSCDA scholarships, educational awards, and grant programs.
- Manage the development and implementation of a recurring Women in Preservation Symposium.
- Coordinate NSCDA Sampler Survey and Oral History Project efforts, in coordination with Collections Manager and committee.
- Provide ongoing professional support to the NSCDA's three national project committees. Facilitate sharing of best practices, models, and templates related to NSCDA programs among Corporate Societies and Great American Treasures Museums.
- Attend appropriate conferences (as speaker and general attendee) and represent the NSCDA and Great American Treasures professionally, proactively seeking opportunities to present and serve in leadership capacities.
- Support other NSCDA programs as needed and in coordination with three national project committees.

**Key Attributes & Qualifications:**

- Palpable enthusiasm for the preservation/patriotic service mission of the NSCDA and ability/willingness/passion to share that enthusiasm with others;
- Knowledge of professional museum standards and best practices;



- Ability to effectively manage competing and changing priorities and thrive in a fast-paced, deadline-oriented environment;
- Excellent project management skills; able to plan and organize multiple projects, prioritize duties, manage budgets, meet deadlines and work effectively both as part of a team and independently;
- Ability to lead strategic work and see projects through implementation phases;
- Must be an excellent and compelling communicator, both orally and in writing. Strong speaking/presentation, grammar and writing skills are required;
- Proficient use of social media platforms (Instagram and Facebook, in particular) and knowledge of social media trends and best practices required;
- Experience with WordPress or a similar website management platform preferred;
- Demonstrated analytical, quantitative, and budget administration skills;
- Advanced skills with the Microsoft Office suite including Word, Excel and PowerPoint, and Outlook 365 including email, calendar, and Teams.
- This position works at the historic Dumbarton House, NSCDA National Headquarters and Museum, and requires the mobility and dexterity to climb stairs and carry objects;
- Regular evening, weekend, and off-site hours required, with occasional travel for out-of-state meetings.

#### **To Apply:**

Please send cover letter & résumé to Karen L. Daly, Executive Director, [karendaly@nscda.org](mailto:karendaly@nscda.org) with “NSCDA Programs Manager” as the subject line. No phone calls please.

#### **About the NSCDA**

The National Society of The Colonial Dames of America ([www.nscda.org](http://www.nscda.org)) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 43 states and the District of Columbia, and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the formation of our country through historic preservation, patriotic service, and history education programs.