



## Facilities Manager

### **POSITION SUMMARY:**

The NSCDA's National Headquarters Dumbarton House, an historic site in the Georgetown neighborhood of Washington DC, seeks an experienced professional to serve as Facilities Manager. Working with a team of devoted museum and historic preservation professionals as well as contractors and vendors, the successful candidate will have the opportunity to implement a Master Site Plan that will transform Dumbarton House's public spaces and gardens. The Facilities Manager will be responsible for directing the systematic maintenance, preservation and improvement of the site's buildings, grounds and gardens as well as managing the security and safety of staff, visitors, and the property. A natural communicator and collaborator, they will work closely with colleagues across the organization as well as the Buildings and Grounds Committee of the Dumbarton House Board.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. NHDH Operations Management
  - Understand, monitor performance, and direct maintenance of fire, security, HVAC, IT and telephone systems.
  - Direct and oversee the work of contracted personnel for pest control, janitorial services, elevator maintenance, fire detection, landscaping, and snow removal.
  - Secures bids/estimates and assembles annual budget projections based upon anticipated and current needs.
2. Building Systems Maintenance
  - Schedules and oversees all building maintenance including:
  - Exterior gardens and grounds appearance, pathways, lighting, and parking
  - Annual and replacement planting, gardeners (volunteer and contract), annual and emergency tree trimming/removal, and snow/ice removal.
  - Inspections and permits as required by local and D.C. authorities
  - Special historic preservation and exhibition initiatives
  - General maintenance (i.e. systematic replacement of air filters), and emerging minor repairs (i.e. electrical/plumbing problems).
3. Building Emergency and Security Systems
  - Serve as primary point of contact for local fire and police as well as security system

### **KEY ATTRIBUTES & QUALIFICATIONS:**

- High School Diploma or GED Certification, + 2-3 years in facility, garden operations



- with at least one year in a supervisory or project management role. (B.A. degree with coursework in history, historic preservation, or related field. 4-6 years in facility and garden operations with 2 or more years in a supervisory or project management role preferred.)
- Knowledge of and experience with the management of a physical property like NHDH.
  - Ability to operate and oversee systems, including but not limited to HVAC, electrical, plumbing, telephone, and IT.
  - Strong organizational skills and attention to detail are critical.
  - Project management experience preferred.
  - Basic carpentry and horticulture skills preferred.
  - Familiarity with historic sites and historic buildings highly desirable.
  - Verbal fluency in English essential, additional ability to verbally communicate in Spanish preferred.
  - Must be able to climb stairs and ladders, walk on uneven ground, and lift 35 pounds.

#### SALARY AND BENEFITS:

- \$50,000 – 60,000 annually
- Paid time off
- Health, Dental, and Vision Insurance
- Retirement Plan
- Life Insurance.
- Free on-site parking
- Transit/Capital Bike Share benefits
- Staff museum gift shop discount
- Dumbarton House is an Equal Opportunity Employer.
- Proof of full vaccination is required upon hire.

#### TO APPLY:

- Send a cover letter and resume to: Hiring Committee at [jobs@dumbartonhouse.org](mailto:jobs@dumbartonhouse.org) subject line: “Facilities Manager”
- No phone calls please.
- Qualified applicants will be contacted to schedule an interview and have references reviewed.

Location: Dumbarton House Museum, 2715 Q Street, NW Washington DC, 20007

#### 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 44 Corporate Societies 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.