



The NSCDA at Dumbarton House has an immediate opening for the position of Buildings and Grounds Manager. The Buildings and Grounds manager is a part-time role, responsible for maintaining and overseeing the facilities and site of the NSCDA Headquarters, Dumbarton House. Dumbarton House is a historic site that includes a core historic house with added wings, grounds, and gardens. The Building and Grounds Manager creates and directs a continual and systematic maintenance program for the buildings, grounds, and gardens, as well as manages the safety and security of the staff, visitors, and property. They oversee a wide range of contractors and vendors, including those associated with regular maintenance and capital projects. They must maintain close communication with colleagues across the organization to ensure clearly scheduled and executed events, programs, curatorial projects, and board meetings. They complete certain maintenance tasks as needed and keep a log of all ongoing and completed projects.

**Knowledge, Skills, and Abilities:**

1. Knowledge of and experience with the management of a physical property like the NSCDA HQ.
2. Ability to operate and oversee systems including, but not limited to, HVAC, electrical, plumbing, telephone, and security.
3. Strong organizational skills and attention to detail.
4. Project management experience.
5. Strong communication skills are required.
6. Basic carpentry and horticulture knowledge and skills are required.
7. Understanding of and familiarity with historic sites and historic buildings is required.
8. Work takes place in a historic house with several additions. Some areas may be tight or cramped and the ability to work in these spaces is required.
9. Ability to work outdoors on the grounds during all seasons.
10. Must be able to climb stairs and ladders, walk on uneven ground and lift 35 lbs.
11. Must be fluent in English, and the ability to verbally communicate in Spanish is preferred.

**Education and Experience:**

2-3 years in a historic building or facility with garden operations, and at least one year in a project management role.

**Application Instructions:**

Send a cover letter, resume, and three professional references to Executive Director, Gloria Kenyon, [GloriaKenyon@nscda.org](mailto:GloriaKenyon@nscda.org) detailing your interest in and qualifications for this position. Applications will be reviewed on a rolling basis.

**Salary and Benefits:**

This is a part-time role with an hourly wage of \$33 per hour. Work will not exceed 20 hours per week, with the primary work week Monday-Friday, with flexibility based on events and programs. No additional benefits are included with this position.

