

Overview

Nantucket Preservation Trust (NPT) seeks an **Outreach Manager** to oversee communications and build relationships among members and businesses on Nantucket. The Outreach Manager will promote the organization's mission and programs to audiences on Nantucket and beyond.

The Nantucket Preservation Trust is a 501(c)3 non-profit organization dedicated to the protection of the island's historic architecture and sense of place. NPT offers a broad range of preservation programs including architectural walking tours, lectures, technical restoration assistance, and in-depth historic research through our house history and house marker programs. In addition, the NPT publishes guides and books on the Island's historic neighborhoods, holds preservation easements, and provides public testimony on applications to modify historic properties before the local historic district commission.

This is a full-time, exempt position, in-person at 11 Centre St, Nantucket. The salary range is \$70,000 - \$90,000 per year.

Responsibilities

Working under the direction of the Executive Director, the Outreach Manager will nurture current members and devise and implement strategies to recruit new members. The Outreach Manager will support NPT's relationships with Island businesses and oversee recruitment of *Ramblings* magazine advertisers and business sponsors for NPT events, including our major summer fundraisers, the Summer Lecture & Luncheon and August Fête.

The Outreach Manager will oversee NPT's communications and marketing efforts, including the publication of *Ramblings* magazine, digital and print marketing campaigns, and NPT's mass emails. The Outreach Manager will also manage content on NPT's website and social media pages, ensuring timely updates. The Outreach Manager will draft press releases and serve as the primary press contact with print and online media outlets locally and beyond.

The Outreach Manager will assist the Executive Director in planning and executing NPT events including the annual Summer Lecture and Luncheon, August Fête, and Preservation Awards, and other cultivation and member appreciation events throughout the year, including implementing online ticketing and tracking registrations through the NPT database software, eTapestry.

As needed the Outreach Manager will also complete research and writing for NPT's Fete brochure and walking tour content, and serve as the in-house copy editor.

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Qualifications

The Outreach Manager will hold at least a BA in Preservation, History, Communications, Museum Studies or a related field. The ideal candidate will be a strong writer who can reach diverse audiences with effective storytelling and work well both independently and as a team

player. Passion for NPT's mission is essential, and prior knowledge of Nantucket history and/or architecture is preferred, as is past work in the nonprofit sector. This position requires the ability to be flexible and manage competing deadlines and priorities, as well as excellent intrapersonal skills and attention to detail. Knowledge of the Microsoft Office Suite and Meta social media platforms is required. Experience with Adobe Photoshop and InDesign, Wordpress website editing, and Blackbaud eTapestry is preferred.

To apply, please email your résumé and cover letter describing your interest in the position and relevant experience to Rita Carr at rcarr@nantucketpreservation.org .