

Natural Heritage Trust Employment Announcement

Title:	Manager, Historic Commercial Tax Credit Programs
Agency:	Natural Heritage Trust
Agency Assignment:	NYS Office of Parks, Recreation and Historic Preservation
Location:	Peebles Island State Park, Waterford, NY
Compensation:	\$90,000 to \$114,000 and benefits package
Work Schedule:	Full-time, 37.5 hrs/week; Monday-Friday

Organizational Backgrounds

The Natural Heritage Trust (NHT) is a New York State public benefit corporation. Established in 1968, the NHT's mission is to receive and administer gifts, grants and other funds to further public programs for parks, conservation and historic preservation purposes of the State of New York. The NHT is governed by a four-member Board of Directors comprised of the Commissioner of the Office of Parks, Recreation and Historic Preservation, the Chair of the State Council of Parks, the Commissioner of the Department of Environmental Conservation, and the Secretary of State.

The Office of Parks, Recreation and Historic Preservation (OPRHP) is a state agency within the New York State Executive Branch that is responsible for the care and management over 215 Parks and Historic Sites. Collectively, these public facilities provide both residents and visitors access to natural, historic and scenic resources with opportunities for outdoor recreation and places to learn about New York's rich cultural heritage.

The Division for Historic Preservation (DHP), or State Historic Preservation Office (SHPO), is responsible for providing technical services for the restoration, rehabilitation, and preservation of privately and publicly owned historic properties, including buildings, structures, landscapes, objects, and archeology. NYS leads the nation in activity and performance of the federal rehabilitation commercial tax credit program, which is bolstered by a robust, state credit program. From 2018 to 2025 the Commercial Tax Credit program resulted in over \$10b of economic development in vacant or under-utilized historic properties, with two-thirds of that activity located in upstate NYS and one-third of all projects supporting the creation of affordable housing.

The selected candidate for this position will be an employee of the NHT with work conducted under the supervision of OPRHP in the oversight of the Commercial Historic Tax Credit programs.

Description of Duties

The Manager of the Commercial Historic Tax Credit Programs implements the oversight of historic tax credit incentive programs for the rehabilitation of historic income producing properties in New York State. The position oversees all aspects of the program, working with DHP senior staff and guiding unit supervisors to evaluate historic properties for program eligibility and reviewing construction documents to achieve successful approvals in coordination with the National Park Service.

Specific Duties:

The Commercial Rehabilitation Tax Credit Program Manager works with DHP leadership and staff to maintain and advance tax credit program performance. This includes oversight of staff and program reviews, liaising with program users, coordinating with the National Park Service staff, and providing comments on the application of the National Register Criteria for Evaluation and the Secretary of the Interior's Standard for Rehabilitation.

Candidates must have a thorough understanding of the application of the Criteria and, NPS and NYS program regulations and procedures. In addition, the candidate must be versed in a strong understanding of the two programs' fiscal elements. Specific duties include, but are not limited to the following:

- Coordinates with and provides guidance to the Commercial Tax Credit program supervisors and their staff of the Part 1 and Part 2/3 units. Provides guidance and expertise in all phases of the tax credit process.
- Performs technical review of projects, including determining the existing condition, reviewing plans and construction proposals for compliance with historic preservation standards and programs, evaluating the impact of building codes, and other requirements.
- Manages project reviews with staff, answering questions on project requirements and conformance to the Standards and Criteria.
- Serves as point of contact and liaison in NYS for the Federal Historic Preservation Tax Incentives program to the National Park Service.
- Advise on matters concerning the administration and data tracking of the tax credit program and overseeing the process for transmitting complete digital applications to the NPS.
- Analyzes past and incoming tax credit data to communicate performance and trends statewide. Provides technical information and prepares reports, brochures, press releases, and technical materials as required.
- Analyzes and provides comment to DHP leadership on proposed changes to program laws and potential impacts.
- Speaks to interested communities, property owners and consultants on the requirements and best practices of the Federal and State Historic Preservation Tax Incentives program.
- Travel across the state conducting site visits when necessary and providing guidance to building owners, technical unit staff, and consultants ensuring projects meet the Criteria or Standards for Tax project approval. Coordinates workshops with the public

Qualifications

Required:

- Ten years of experience reviewing commercial tax credit applications.

Preferred:

- Robust understanding of state and federal preservation laws, fiscal programs, the Standards, and Criteria.
- Demonstrated proficiency to read and comprehend architectural plans.
- Strong written and verbal communication skills.
- Proficiency with technology.
- Understanding of American architectural history.
- Thorough understanding of historic building construction and NYS building code.
- Valid driver's license.

Additional Comments

NHT is committed to building and encouraging an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining the team as we work together to build a welcoming workplace where employees recognize their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, NHT provides a generous benefits package similar to what is offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (14 paid holidays as well as paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in the NYS Employees Retirement System. Additionally, employees may be eligible for partial remote work schedules.

How to Apply

Applicants must submit a cover letter, resume, and two relevant project samples to the Director of the Division for Historic Preservation via email: daniel.mceneny@parks.ny.gov

Deadline: COB, October 14, 2026

Contact: Daniel McEneny, Director, Division for Historic Preservation
NYS Office of Parks, Recreation and Historic Preservation
daniel.mceneny@parks.ny.gov

It is the policy of the State of New York and NHT to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service, member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. The NHT is an equal opportunity/affirmative action employer.