

PRESERVATION RESOURCE CENTER

— of NEW ORLEANS —

Revival Grants Manager

Job Summary

The Revival Grants Manager oversees the Revival Grants program, which provides free historic district compliance repairs for low- to moderate-income homeowners. The Grants Programs Manager reports to the Director of Advocacy and Education as the primary staff and constituent contact on all things related to technical building conservation and restoration, and historic site management.

The Revival Grants Manager must have substantial experience with historic building renovations in New Orleans or the Gulf South, and deep knowledge of best practices for historic building repairs that follow Secretary of the Interior standards, local historic district guidelines, and the realities of our city's climate and threats. This position also requires strong people skills to be able to successfully interface with Revival Grant recipients and contractors, and establish relationships with members of the public and colleagues. This is a public-facing role that works closely with every department within the PRC, making respect for others and a spirit of collaboration essential.

Duties & Responsibilities:

- Act as point of contact for all grant applications (in-person, over the phone, or online)
- Manage application database, ensuring all new applications are correctly entered
- Manage physical file folders for paper applications and for grant recipients
- Determine initial eligibility for applications as they are received and for those undetermined and currently on the waiting list.
- Manage communication with homeowners on their application status, including mailers for both ineligible and eligible homeowners.
- Complete eligibility verifications
- Upon project identification, ensure all other permits are closed out
- Assign contractor to project
- Develop scope of work based on violations, site-visit with contractor, and homeowner input (and committee input, as needed)
- Complete contract and schedule an on-site, contract signing meeting with homeowner and contractor
- Ensure copies of the contract are shared with the general contractor and homeowner



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- Aid with the permit processes, as needed
- Approve change orders
- Attend site visits during each project
- Schedule and organize photographs of each project (before, during, and after)
- Find and apply for program funding, working with the Development Department
- Complete grant/funding reporting, working with the Development Department
- Staff the Technical Services Committee
- Maintain the grant program website page(s) and online application, update as needed
- Work with the communications department to share the accomplishments of the program
- Make presentations to the board, as requested
- Complete check requests for general contractor invoice payments, working with the accountant
- Complete money tracking per project and per grant, working with the accountant
- Ensure permits are closed, work is completed as stipulated in the contract, and the homeowner is satisfied before paying the final retainage payment to the general contractor
- Work with homeowners on lagniappe services
- Strategize on future goals for the program
- Participate in organization wide-endeavors as needed, such as helping with fundraising events
- Manage interns as needed

Qualifications & Skills:

- A Bachelor's degree is required
- Experience in New Orleans-based construction, historic preservation, and the historic building trades is required
- Demonstrated knowledge of historic architecture, including New Orleans' forms and styles
- Demonstrated knowledge of local historic district guidelines and local building code
- Self-starter who can work well independently and is goal-oriented
- Strong organizational and time management skills; ability to set and follow a timeline
- Sensitivity to the needs of diverse constituencies



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- Ability to collaborate well and be professional, thoughtful, and respectful as a teammate, and as a representative of the organization

Working Conditions & Physical Requirements:

- This job may require evening or weekend work
- This job will require work in off-site locations, including construction sites
- Reliable transportation is required
- Applicants should be able to walk or stand for long periods of time and lift 25 lbs. or more
- This is a part-time, hourly position averaging 20-30 hours per week

Preservation Resource Center of New Orleans (PRC) *preserves New Orleans' historic architecture, neighborhoods and cultural identity through collaboration, empowerment and service to our community. Founded in 1974, PRC is a non-profit organization that has restored more than 1,500 properties citywide and has assisted countless individuals with their own renovation efforts through its outreach and advocacy programs. PRC provides resources and education to convey the economic, cultural and aesthetic importance of historic architecture in New Orleans and throughout the world. For more information about PRC and its revitalization efforts, call 504.581.7032 or visit www.prcno.org. Connect with PRC on Facebook and Instagram (@PRCNOLA).*

