

## **Organization Overview**

Canterbury Shaker Village, Inc., is an internationally known non-profit museum founded in 1969 to preserve the heritage of the Canterbury Shakers. Designated as a National Historic Landmark for its architectural integrity and significance, the Village has twenty-five restored original Shaker buildings, four reconstructed Shaker buildings, and 694 acres of forests, fields, gardens, nature trails, and mill ponds under permanent conservation easement. Tours, programs, exhibits, and events help visitors chart their own journey of simplicity, caring, and community.

## **Position Overview**

The Property Manager plays a critical role in preserving the historical property, buildings, and grounds for this 200-year-old national landmark. This highly knowledgeable and skilled property and facilities leader readily embraces the mission, vision, and values of Canterbury Shaker Village and is a hands-on working manager who provides services within the organization and manages external vendors with a high degree of experience, expertise, and enthusiasm.

The Property Manager is responsible for:

- Leading, managing and directing all aspects of property and facilities management as a key member of the Canterbury Shaker Village Team.
- Communicating regularly and thoroughly with the Executive Director and other stakeholders, as necessary, for optimum opportunities for teamwork and collaboration.
- Developing in-depth knowledge of all facilities in the portfolio.
- Maintaining, protecting, and enhancing the buildings and grounds to ensure positive experiences for guests, visitors, and employees. This includes fire and intrusion safety systems, OSHA, plumbing/electrical/heating/cooling/ventilation systems, roofs/windows/doors, landscaping, parking lots, snow/ice removal and sanding of walkways, and pest management.
- Performing daily inspections of buildings and grounds to ensure preservation of historical value, safety, and the highest possible level of maintenance.
- Preparing and managing the facilities budget, including capital projects budgets and maintenance budget.
- Sourcing price quotes for labor, materials, and replacement parts for all maintenance repairs and projects.
- Overseeing the planning, budgeting, bidding, and approval processes for all construction projects, and environmental health and safety and sustainability initiatives, and

developing contracts in accordance with the Village's policies.

- Driving projects to successful completion on time and within allotted budget, ensuring that all facilities-related work is performed safely and in compliance with all applicable safety and environmental regulations.
- Leading by example and being readily available and approachable while engaging in positive and professional interactions in alignment with Canterbury Shaker Village's culture and values.

## **REPORTING RELATIONSHIPS**

The Property Manager reports directly to Leslie Nolan, Executive Director of Canterbury Shaker Village. This position currently oversees one full-time direct report, Lead Carpenter, and a part-time handy person.

## **PROFESSIONAL QUALIFICATIONS**

The ideal candidate will possess:

- An Associate degree in property, facilities management, or other related field and/or a combination of other education, professional certification(s), training, and experience.
- At least two years of progressively responsible experience in construction, maintenance, home repair services, facilities, and/or building industries.
- Solid technical background in HVAC, electrical, plumbing, roofing, construction and/or other related trades.
- Ability to organize and prioritize tasks, including a strong ability to work under the pressure of multiple deadlines.
- Strong interpersonal, project management, communication, and team leadership skills.
- Proven experience building positive partnerships through sourcing, selecting, and effectively communicating with and managing external vendors, commercial service contractors, and maintenance service providers.
- Experience and exposure to Governmental Regulations, Zoning, Building Codes, Ordinances, Permitting and Easements.
- Interest and enthusiasm for developing connections between historical objectives and public engagement.
- A commitment to collaboration and an enthusiasm for Canterbury Shaker Village, its

history, and its future.

## **PERSONAL QUALITIES**

As Property Manager for Canterbury Shaker Village, an individual must exemplify the highest standards of honesty, integrity, discretion, and professionalism. This individual will have a high level of initiative and possess a strong work ethic and pride in consistently delivering quality work that enhances the facilities and protects the historical value of the property for the future. Must have the skills and conviction to solve problems quickly and the drive to maintain a consistently high level of performance while prioritizing and, at times, multitasking. S/he must lead, motivate, and hold individuals accountable, directing the property management team toward its common vision while championing a culture of collaboration and service excellence.

## **COMPENSATION**

Compensation and incentives commensurate with experience  
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