Employment Opportunity
Ebey's Landing National Historical Reserve

RESERVE MANAGER

Closing Date: September 20, 2013
Location: Coupeville, Whidbey Island, Washington
Reports to: Trust Board of Ebey's Landing National Historical Reserve
Salary Range: Full time, salaried. Salary commensurate with experience.

Position Summary:

Ebey's Landing National Historical Reserve (EBLA) is America's first national historical reserve and the only unit of the National Park Service managed by a Trust Board representing local, state, and federal partners. The Reserve Manager reports to a nine-member Trust Board and supervises staff (currently 2.5 FTE), intermittent interns, and volunteers. The Reserve Manager ensures that the Trust Board mission, long-term and annual work plans are achieved. He/she works collaboratively with the four official EBLA Partners (National Park Service, Washington State Parks, Town of Coupeville and Island County). He/She manages the Trust Board's annual budget, seeks additional funding and grants, and is the Reserve expert in tracking trends, challenges and opportunities in preserving the historic landscape, buildings, and rural community while interpreting the Reserve's mission in its contemporary agricultural and socio-economic context.

The Reserve Manager, with the help of staff, assists the Trust Board in protecting and sustaining the Reserve's rural community while implementing programs which commemorate important historical events in the Reserve. The Reserve Manager performs a wide range of tasks in order to carry out the business of the Reserve. The Manager adapts to changing work conditions and priorities, as they evolve, and communicates closely with the Trust Board to determine current work priorities. Responsibilities include but may not be limited to:

- Implementing the Trust Board's work plan for the Reserve
- Community and Partner engagement
- Program management
- Visitor management and experience enhancement
- Historic preservation, interpretation and education
- Reserve resource protection and management including historic buildings and landscapes
- Reserve resource protection including the rural community and private property and businesses

- Trust Board and Partner relations
- Staff development and supervision
- Effective budgeting and strategic planning
- Maintaining partnership with newly-established Friends of Ebey's 501(c)(3)
- Build and maintain relationships with Reserve partners and community collaborators

The successful candidate will:

- Be adept at working with complex social networks, relationships and pressures
- Possess good personnel management and administrative skills
- Inspire community engagement and passion for the Reserve, its heritage and resource value
- Display flexibility and patience with bureaucracy, budget and funding shifts, work plan priority shifts and schedule pressures
- Possess skills in working in collaborative efforts with private and governmental agencies
- Have understanding and work with the needs of the local community
- Enjoy working closely with the Trust Board in a spirit of teamwork

Additional Desirable Skills and Expertise:

- Familiarity with implementing land use and building codes
- Familiarity with historic building and resource protection and management
- Executive management experience

Applicants should email a Letter of Interest along with a Resume to the Trust Board of Ebey's Landing National Historical Reserve, in care of carol_castellano@partner.nps.gov. For more information, please call 360.678.6084.