The Foundation for Advancement in Conservation (FAIC) is a 501(c)3 nonprofit that supports conservation education, research, and outreach activities that increase understanding of our global cultural heritage. Our mission is to save cultural heritage for future generations, protecting it from decay and destruction. We advance research and education, lead treatment and collection care initiatives, and deploy conservation expertise to where it is most urgently needed. Our work empowers conservation professionals, strengthens cultural institutions, and engages stakeholders, including public audiences, as we work together to protect cultural heritage for humanity.

Position Description
We are seeking a full-time staff member to oversee the development and administration of emergency preparedness and response programming and resources. Depending on the experience of the selected candidate, the position may begin at either the Coordinator or Manager level. The candidate may work fully remotely or may select a hybrid or in-office schedule from our office in Washington, DC.

The Emergency Programs Coordinator/Manager works to advance the strategic priorities of the Foundation for Advancement in Conservation by planning and managing our emergency programs and resources that serve conservation professionals, allied professionals, governmental bodies, the general public, and the staff and volunteers of FAIC and the American Institute for Conservation (AIC), our affiliated member service organization. The Emergency Programs Coordinator/Manager reports to the FAIC Deputy Director and works closely with other FAIC and AIC staff and volunteers.

The position provides an opportunity to hone project management skills in support of heritage preservation.

Responsibilities:

- Manage FAIC’s Alliance for Response initiative, including leading the launch of networks, developing related programming, and maintaining communication with the networks
- Lead FAIC’s National Heritage Responders (NHR) activities, including volunteers, deployments, and training, and supervise contracted NHR Coordinator
- Develop and maintain partnerships and communications with allied organizations such as Smithsonian Institution, FEMA, Heritage Emergency National Task Force (HENTF), National Voluntary Organizations Active in Disaster, etc.
- Coordinate FAIC’s MayDay program to promote emergency planning in collaboration with FAIC’s Outreach Manager
- Serve as staff liaison to the AIC Emergency and Sustainability Committees
- Assist the Deputy Director and Development Manager in identifying and cultivating funding sources and preparing proposals in support of emergency programs
• Work with the organization’s communication team to help respond to media inquiries
• Create, maintain, and update web-based resources
• Promote emergency preparedness and salvage programs and resources via newsletters and social media, external presentations, etc.

Travel
This position involves domestic travel, including occasional weekends, to support training, outreach, and the AIC annual meeting. The Coordinator/Manager may expect to travel 4-6 times annually ranging from 2 to 7 days per trip.

Qualifications
The ideal candidate will be an organized project coordinator/manager with excellent communication skills. Relevant skills and experience may include:
• Experience with program development and/or program administration
• Excellent writing and oral presentation skills
• Ability to communicate effectively with people from a broad range of backgrounds
• Ability to lead volunteers, trainings, and workshops
• Command of Word, Excel, PowerPoint, and Zoom. This role also requires website content development and use of Elevate learning management system, Rhythm association management system, and HigherLogic online communities, and training and support will be provided for each.
• Ability to juggle multiple tasks and deadlines
• Ability to work independently and as part of a team
• Experience working in/with a collecting institution or other nonprofit
• Familiarity with emergency preparedness and response

Compensation
The salary range for the position is $55,000 - $60,000 at the Coordinator level or $60,000-$70,000 at the Manager level, depending on experience. FAIC offers a competitive benefits package, including medical and dental coverage, 401(k) retirement plan, paid vacation, sick leave, and disability insurance.

Application Procedure
We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are interested in this position, we encourage you to think broadly about how your background and skill set may apply even if you do not believe you have experience with or can perform every aspect of the position description.

To apply, send a resume or C.V., along with a letter indicating interest and qualifications to:

Tiffani Emig
Deputy Director
temig@culturalheritage.org

Review of applications is expected to begin September 1 and continue until the position is filled.

Information about FAIC and its programs can be found at https://www.culturalheritage.org/about-us/foundation.