

## **Historic Ithaca**

### **Executive Director**

#### Organization Description

Historic Ithaca, Inc. (HI) is a non-profit, 501(c)(3) organization founded in 1966 to preserve and protect historic sites and districts throughout Tompkins County. HI provides preservation education, advocacy, and other services, and, through its Significant Elements architectural salvage store, offers job training to youth. Learn more at [www.historicithaca.org](http://www.historicithaca.org).

#### Position

The executive director reports to the Board of Directors and is responsible for the leadership and management of the staff, organizational planning and operations, program development, fundraising, and communication in the fulfillment of Historic Ithaca's mission. This full time position requires a thorough knowledge of historic preservation, the built environment, and community and economic development.

#### Responsibilities

##### Leadership:

- Provide visionary and collaborative leadership and strong management to effectively support the agency's mission, values and goals.
- Work in close collaboration with the Board of Directors on matters of strategy, governance and fundraising. Develop a positive working relationship with Board members and officers. Provide support to the Board and its committees, including regular reports as requested, to help ensure an engaged, diverse and energized Board of Directors.
- Stay up-to-date on laws and proposed legislation, trends in historic preservation practice and philosophy, technology, and other knowledge areas related to HI's mission.
- Ensure effective use of human resources and motivate staff. Lead, coach and evaluate an integrated Historic Ithaca team.

##### Program and Financial Management:

- Prepare and monitor an annual budget that reflects organizational and stakeholder needs.
- Accomplish Board-approved goals through effective management of the organization's budget, accounting, internal controls, physical facilities, legal compliance and risk management.
- Oversee the development, implementation and assessment of programs, services, and activities that support Historic Ithaca's mission and goals. Implement effective systems to track progress and regularly evaluate program components.
- Ensure compliance with all applicable laws, regulations, policies, requirements of funding sources, and Board directives, and implement any necessary corrective activity.

##### Communication and Outreach:

- Ensure strong visibility for HI and its mission. Increase awareness and commitment to the organization through active community participation and regular media communication.

- Build strong relationships with key organizations and community leaders. Cultivate relationships with stakeholders in the local community, as well as state and national organizations and agencies.
- Strengthen all aspects of communications—from web presence to external relations— with the goal of creating a clearer identity and advocating for the importance of historic preservation and its role in community development.
- Effectively communicate to the Board, funders, and other constituents the organization’s successes, challenges and needs through preparation of the annual report and other means.

Funding Development:

- Solicit and secure funding from multiple sources to support current and new programming. Actively seek new revenue sources while supporting existing ones.
  - Increase local revenue generating and fundraising activities to support current program operations and expansion.
- 

Qualifications

Education and Experience

- Bachelors degree required; Masters degree preferred
- Minimum of 3-5 years relevant experience in the fields of historic preservation, community planning, architecture, history, and/or community & economic development
- Background in non-profit organizational structure and operation; non-profit work experience desirable
- Experience with Microsoft Office programs strongly preferred

Communication

- Strong written and verbal communication skills
- Working knowledge of social media

Organizational Management

- Accomplished manager
- Demonstrated leadership qualities
- Able to prepare budgets and other financial statements
- Team leader able to work effectively with diverse constituencies and stakeholders

Fund Development

- Successful development and implementation of a strong fundraising program
- Ability to establish and maintain strong/effecitve relationships with donors, foundations and grantors