



Title: Executive Director, Historic Ithaca, Inc.

Location: Historic Ithaca | 212 Center Street Ithaca, NY 14850 | In-Person, some remote possible

Terms: Full Time, exempt. \$70,500-\$75,500 annually with possible incentive based on performance; contributions to a health plan and SEP/IRA or 403b retirement plan; generous vacation and holiday allowances.

Education: A Master's degree in historic preservation, city planning, or a related field is preferred. A Bachelor's degree in these areas and additional work and training experience will be considered.

Position Description:

Historic Ithaca and Tompkins County Inc. (HI) is seeking an Executive Director to lead the organization and advance its mission. A 501(c)3 nonprofit founded in 1966, Historic Ithaca is a full-service preservation organization based in Central New York's beautiful Finger Lakes region. The office is located in an historic former warehouse and commercial building in the City of Ithaca (pop. 32,724).

Historic Ithaca's mission is to promote the value and enhancement of its historic buildings and neighborhoods through education, advocacy, and action. Historic Ithaca fulfills its mission through its core programs:

- *Advocacy* by supporting building reuse, sustainability, and quality design in our shared built environment
- *Preservation Services*, including a wide variety of educational offerings (tours, presentations, and training) in-person and remotely
- *Significant Elements*, our architectural salvage operation and retail store
- *Work Preserve*, which provides job training to youth and young adults facing barriers to employment

Responsibilities:

- The ideal candidate will provide:
- The ability to work effectively with the board and with key community leaders
- Leadership for organizational stability and growth
- Strong management abilities to lead a 6-person staff
- A commitment to collaboration with local, state, and national colleagues and leaders
- Passion for constituent and client services
- Enthusiasm and track record of success in fundraising from grants, individuals, corporations, and other sources, particularly for general operating support
- Ability to represent Historic Ithaca to a wide range of audiences, present and potential constituents and partners, government officials, and other community members
- Commitment to an inclusive, diverse, welcoming, and collegial work environment
- Excellent communication skills – writing and public speaking – both internally and externally



Requirements:

- In-depth understanding in at least one of the areas of historic preservation, city planning, community and/or economic development, architecture, or sustainability.
- Grounding in nonprofit financial management and a comprehensive understanding of how to maintain HI's financial health
- Leadership experience, including hiring, managing, and evaluating employees to inspire their performance
- Minimum three or more years of relevant work experience, at least two of which at the senior management or executive director level, and
- Participation in evening and weekend events and meetings, as needed
- Experience and/or skills in the building trades and retail sales are welcome.

How to Apply:

Please submit (1) a cover letter, detailing your interest and qualifications for this position; (2) an up-to-date resume (no references required at this time), and (3) a writing sample (fundraising letter, advocacy position paper, or press release is preferred) as one document in PDF format to info@historicithaca.org, subject line: Application for Executive Director [Your Name]. Label your submission Your Last Name_Your First Name_ED-Application. If you can't access the link or have questions, contact Abby Peterson at info@historicithaca.org. Please, no phone calls.

Please note: if you have a strong interest in this position but do not have all of the skills and experiences sought, we would still like to hear from you. In your cover letter, please describe what specific characteristics you bring to this position, and how you would propose to expand your skills during your first year at the job. All applications will be reviewed and acknowledged as they are received. Historic Ithaca seeks to fill this position by the spring of 2025.

Historic Ithaca, Inc. is an equal opportunity and affirmative action employer. We encourage applications from candidates from diverse backgrounds and cultures.