



210-212 Center Street
Ithaca NY 14850
www.historicithaca.org

Position Title: Executive Director

Reports to: President, Board of Directors

Salary: \$70,500-\$75,500

Status: Exempt, full-time with benefits

Reporting to this Position: Preservation Services Director, Program Manager, Volunteers

Position Description

Historic Ithaca is seeking an inspiring, visionary Executive Director to lead our team, expand our community impact, and guide the next era of historic preservation in Tompkins County and throughout New York's Finger Lakes Region. Advocating for the built environment, the Executive Director is responsible for fundraising and revenue development, cultivating and sustaining key stakeholder relationships, supervising and supporting staff, ensuring the organization's fiscal sustainability, and overseeing day-to-day operations.

About Historic Ithaca

We are the leading voice for historic preservation across Tompkins County and the Finger Lakes Region—and our approach goes far beyond traditional brick and mortar. From our Southside Ithaca community hub, we operate a unique, multi-faceted ecosystem that connects heritage advocacy, sustainability, and workforce development. Our headquarters includes **Significant Elements**, a 10,000-square-foot architectural salvage social enterprise that keeps historic materials in circulation, and **Work Preserve**, an adjacent workshop providing hands-on trade skills training and retail experience for marginalized youth.

Key Responsibilities

Leadership & Governance

- Provide day-to-day leadership for a small, high-impact nonprofit—ensuring smooth operations, strong internal systems, and excellent service to the community.
- Partner with the Board of Directors to set organizational priorities and implement a strategic plan that advances the mission and defines clear goals and direction.

People & Culture

- Recruit, hire, coach, and manage a team of up to six staff, fostering a collaborative, high-performance culture grounded in learning, service, and quality.
- Create and sustain a safe, respectful, and welcoming workplace that supports accessibility and values people from diverse backgrounds.

Finance, Operations & Infrastructure

- Oversee the organization's financial health, including budget development and monitoring, cash-flow awareness, and strong internal controls.
- Ensure that staff have the technology, tools, and specialized third-party support needed to deliver programs and services effectively and efficiently.
- Ensure compliance with applicable laws and ethical standards; manage organizational risk; and oversee facility and property maintenance to protect Historic Ithaca's assets and reputation.

Fundraising

- Design and deliver a comprehensive fundraising program consisting of individual giving, corporate sponsorship, and grants to support operations and special projects.
- Partner with Board and committee members to coordinate timely, high-impact personal outreach.
- Oversee grant operations—building sustainable reporting frameworks and the systems needed for accurate progress tracking and compliance.

Communications & Community Relations

- Serve as Historic Ithaca's public representative—building partnerships with community stakeholders and using communications channels (e.g., website, e-newsletter, social media, media outreach, direct mail) to strengthen visibility and support.

About You

- Leadership experience in a similar organization with the ability to inspire and support a team, set clear goals, and make thoughtful decisions.
- Nonprofit financial management, including budgeting and making the most of resources to support sustainable growth.
- Demonstrated fundraising success—cultivating, soliciting, and stewarding individual donors, foundations, and corporate partners.
- Strong writing and public speaking skills, and a clear, respectful communication style.
- Comfort representing the organization and building positive relationships with community members, partners, and the media.
- A steady, solutions-oriented approach—able to navigate unexpected situations, identify root causes, and collaborate on practical improvements.
- Enthusiasm for diverse histories and cultures, preservation, sustainability, and lifelong learning.
- A college degree in management or a related field is helpful; equivalent professional or lived experience is also valued.
- Experience and/or interest in one or more of the following areas is strongly desired: historic preservation, architecture, city planning, building trades, community and/or economic development, and retail sales.

Note: We know that no candidate will bring every qualification. If you're excited about our mission and feel you'd be a strong fit for this role, we encourage you to apply—even if your experience doesn't match every item listed. If you are an entrepreneurial leader eager to run an organization where heritage preservation, youth mentorship, and sustainable social

enterprise converge to shape a better future, we invite you to step into this extraordinary leadership role.

Work Environment

Work is performed primarily onsite at 210 Center Street, Ithaca, New York. Typical hours are 9 am-5 pm, Monday-Friday with occasional weekend or evening work to support special programming. Work is primarily office-based with occasional lifting/moving up to 30 pounds (and heavier with assistance) and local travel.

Start Date

The position is open until filled.

Compensation

Starting salary: \$70,500-\$75,500 per year. Benefits include 10 paid holidays and 3 paid floating holidays per year; paid vacation and sick/personal days; health insurance paid via a stipend; and the opportunity to participate in a non-matched 401(k) plan.

How to Apply

- Prepare a brief cover letter, resume, and writing sample (e.g., fundraising letter, advocacy position paper, press release).
- Submit by email (PDFs) to info@historicithaca.org with subject "Executive Director," or by mail to Human Resources, Historic Ithaca, 210 Center Street, Ithaca, NY 14850.
- No phone calls, please. Qualified candidates will be contacted within five business days for an initial interview.

We appreciate your interest in Historic Ithaca and look forward to learning more about you.

Historic Ithaca is an equal opportunity employer. We prohibit discrimination, harassment, and retaliation in all employment practices based on any characteristic protected by applicable federal, state, or local law.