

Title: Executive Director, Historic Ithaca, Inc.

Location: Historic Ithaca | 210 Center Street Ithaca, NY 14850 | In-Person/Hybrid

Terms: Full-Time, Exempt | \$62,000 to \$70,500 based on experience with comprehensive benefit package, health insurance, vacation, sick and personal leave.

Travel: 0-20% local/county travel only

Education: Bachelor's degree required; Master's degree preferred plus a minimum of 5+ years of related experience, including 3+ years in a leadership capacity -or- 10+ years of related work experience

POSITION DESCRIPTION:

The Executive Director (ED) is a leader with an excellent grasp of nonprofit business operations and a vision for Historic Ithaca's future that includes growth, engagement, and diversity. The ED has overall responsibility for the strategic implementation of HI's mission, through management and leadership of the organization's programs, administration, fundraising, community engagement and communications, and human resources. The ED works collaboratively with the Board of Directors and oversees a team of experienced and dedicated staff.

RESPONSIBILITIES:

Leadership (30%)

- Lead and manage to align with the organization's mission, vision, and goals.
- Stay updated on policies and practices relevant to Historic Ithaca's mission.
- Collaborate with the Board on strategy, governance, and fundraising.
- Support staff development and optimize human resources.

Program and Financial Management (20%)

- Prepare and oversee the annual budget and daily operations, ensuring compliance with nonprofit best practices.
- Manage programs and services to meet goals, using metrics and feedback.

Fundraising and Development (20%)

- Oversee fundraising plan and grant applications along with grant reporting.
- Engage and expand donor base, business support, and corporate underwriting.

Communications and Outreach (15%)

- Serve as primary spokesperson and promote Historic Ithaca's visibility.
- Build relationships with donors, partners, and community leaders.
- Advocate for preservation's role in community and economic development.

Human Resource Management (15%)

- Manage staffing, HR policies, and organizational growth.
- Ensure a positive and safe work environment that fosters cooperation and passion.

REQUIREMENTS:

- Bachelor's degree required; Master's preferred, with 5+ years of experience, including 3 in leadership, or 10+ years of related experience.
- Relevant experience in historic preservation, architecture, sustainability, affordable housing, community planning, or economic development.
- Strong leadership and non-profit management experience.
- Commitment to diversity, inclusion, and cultural competence.
- Experience working with a Board of Directors.
- Proven success in fundraising and development.
- Excellent written, verbal, and social media communication skills.
- Ability to build and maintain strong relationships with donors, foundations, local elected officials and diverse groups.
- Experience with advocacy and relationship-building with municipal and state officials.
- Innovative in improving operations and creating growth opportunities.
- Flexibility to work evenings and weekends for events.
- Passion, vision, and commitment to Historic Ithaca's mission.
- Proficient with Windows/Mac, Microsoft Suite, Google Suite, and internet use.

HOW TO APPLY For questions, info@historicithaca.org. Please do not call our office.

Please send cover letter and resume in PDF format to:

Email: info@historicithaca.org

Subject: Application for Executive Director: [YOUR NAME]

ABOUT HISTORIC ITHACA:

Historic Ithaca (HI) is a well-established, 501(c)3 nonprofit organization, begun in 1966. Historic Ithaca's mission is to promote the value, vitality and sustainability of our built heritage, neighborhoods, and community in Ithaca and Tompkins County through education, advocacy and action. HI provides preservation services which include education, advocacy, and technical advice to individual community members, businesses, academic institutions, public officials and organizations throughout the county and Southern Tier region. Tompkins County thrives when our community is celebrated through its diverse histories and built environment. Historic Ithaca pursues sustainability and reuse to make our community more equitable, diverse and inclusive, ensuring that resources will be shared with all. Through HI's Significant Elements architectural salvage retail store, the organization offers job readiness training to young adults and adults through its Work Preserve program. Historic Ithaca has an annual budget of \$500,000+, has seven FT and PT employees and supports volunteers and Work Preserve participants. Historic Ithaca is a highly collaborative organization and partners with local, state and federal governments, as well as heritage, economic development, sustainability, education, and other local non-profit organizations to accomplish its mission. Historic Ithaca is funded by grants (40%), retail sales (40%), and charitable gifts and contributions (20%).

Historic Ithaca provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.