



THE GARDEN CONSERVANCY  
P.O. BOX 219 • COLD SPRING, NEW YORK 10516 • 845-265-2029/9620 FAX

## **PRESERVATION PROGRAMS MANAGER**

This new senior position is intended to provide substantial professional and managerial functions in overseeing and executing the operations of the Conservancy's Preservation Office, its Preservation Projects and its involvement in other Conservancy activities.

The Manager works with the Director of Preservation and President to further the Conservancy's preservation mission and as part of a team providing leadership and technical assistance to the gardens the Conservancy manages, advises or assists. Major responsibilities include:

### **Preservation Projects**

Planning and management of current projects:

Preservation planning

Monitoring project gardens

Preservation project fundraising

Developing and assisting friends groups

Conservancy representation on garden boards of directors

Managing garden staff

Identification of prospective gardens for Conservancy involvement:

Processing requests for garden assistance

Garden preservation assessments

Monitoring affiliated gardens

Conservation easements

### **Education and Training**

Developing garden preservation weekends

Maintaining and developing preservation handbooks

Managing fellowships

### **Board of Directors**

Managing Projects and Screening committees

Attendance and presentations at Board meetings

Communications with board members

### **Communications and Marketing**

Participate in developing and executing GC communications strategies:

Maintain quarterly garden E-Blasts

Contribute to GC newsletter

Maintain and update other Conservancy collateral publications

Participate in professional seminars and speaking engagements

### **Department Management**

Staff supervision

Coordination with other departments

Maintain department data base and archives

Budget preparation, monitoring and updates

Participate in organization development initiatives

Perform general administrative functions

The Preservation Office has a core staff of four positions<sup>1</sup> at the Conservancy's Cold Spring's offices. It has oversight responsibilities for a number of gardeners at some of its preservation projects, and it also works with garden professionals on a contract basis. Given that the staff size is small and the workload is large, multi-tasking and collaborative working relationships are essential in achieving short- and long-term goals of the both the Preservation Office and the Conservancy as a whole.

In collaboration with the director who shall assume responsibilities for the Office's overall direction, the programs manager will be responsible for establishing, executing and monitoring the Office's specific annual and quarterly objectives. An essential element of the manager's job is to ensure that that Preservation Office staff and consultants are working effectively together.

In 2007, the Conservancy's Board of Directors and senior staff engaged in a strategic planning process resulting in the adoption of ten organizational development strategies. Working closely with the director, the programs manager will be expected to contribute towards achieving those strategies. One of the Conservancy's most important strategies is to take further steps in integrating its preservation, education and garden programs. The preservation programs manager will be a key player in achieving the organization's integration objectives.

#### **Qualifications:**

- Minimum five years experience in nonprofit management; public garden management a plus.
- Experience in organizational development for public gardens and/or nonprofit organizations, especially board development, fund-raising and public outreach
- Strong communication skills, especially writing ability
- Microsoft Office Suite including Excel, Access, and PowerPoint essential. Desktop publishing and Web site management desirable.

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<sup>1</sup> The four positions include: director, programs manager, preservation associate, and preservation assistant. It should be noted that the preservation associate's position is currently vacant and may not be filled in 2009 because of current budget concerns associated with the national economy.