



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

## **PRESERVATION PROGRAMS MANAGER**

The Garden Conservancy is looking for a preservation programs manager to help lead its national garden preservation efforts. This new senior position is intended to provide substantial professional and managerial functions in overseeing and executing the operations of the Conservancy's preservation mission. The ideal candidate should have demonstrated public garden management experience and the motivation and skills to help guide the Conservancy's preservation projects into becoming successful public gardens.

The manager works collaboratively with the Director of Preservation and President, and as part of a team that includes staff, professional volunteers, garden owners and civic activists. The manager provides leadership and technical assistance to the gardens the Conservancy manages, advises or assists.

The manager is responsible for planning and executing the Conservancy's goals with its preservation projects and other gardens receiving preservation assistance; this includes managing select project gardens, staff and volunteers; monitoring the quality of garden management and public visitation; guiding friends groups in raising the funds to sustain the gardens. This position will also help identify prospective gardens for Conservancy involvement; evaluate requests for assistance and monitor gardens for their preservation potential.

This person will also help develop garden preservation training events and training handbooks for garden managers in addition to managing the Conservancy's fellowship training program. The manager will also participate in developing and executing communication strategies, including quarterly newsletter, website and electronic communications and departmental publications.

The manager's administrative responsibilities include supervision of one staff position at Conservancy headquarters and off-site garden personnel, budget preparation and monitoring, oversight of project database and information resources, planning, reporting to Conservancy board and committees and other Conservancy staff.

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 assumes responsibility 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.

Qualifications include a minimum of five years experience in public garden management and demonstrated experience in organizational development for public gardens and/or non-profit organizations. Strong communications and interpersonal skills are a must. Microsoft Office Suite including Excel, Access, and PowerPoint essential.

This is a full-time position based at the Garden Conservancy's offices in Cold Spring, NY.

To apply, please send cover letter and resume to [hr@gardenconservancy.org](mailto:hr@gardenconservancy.org). No phone calls please.