



# Ithaca Children's Garden

## Development Director

### About Ithaca Children's Garden

Ithaca Children's Garden is an award-winning, 3-acre public children's garden designed for kids, enjoyed by all, and driven by a mission to connect children to nature to create a more beautiful, resilient and just world. Our vision is that every child has the basic human right to play, learn, grow outdoors, and develop a life-long relationship with the living world.

### Position Summary

Ithaca Children's Garden seeks a full-time, permanent Development Director to lead Ithaca Children's Garden's (ICG) development department and advance the mission of ICG. The Development Director provides leadership and oversight of individual, corporate, foundation, and government giving, including annual, major, and legacy giving. This position oversees development communications and fundraising events. The successful candidate will have the passion to advocate for ICG's mission and the skills and experience to cultivate, solicit, and steward major gifts.

This position reports directly to the Executive Director. Compensation for this full-time, non-exempt position starts at \$24/hour. Benefits include paid time off, health care, retirement plan, and other limited benefits. This position will be based out of ICG's office in Ithaca, NY; some remote work is possible. Candidates with diverse backgrounds and identities are strongly encouraged to apply.

### Experience and Skills

The Director of Development will be a highly motivated self-starter with at least five years of related work and supervisory experience in non-profit fundraising or related area, and will possess the following qualities and attributes:

#### Required

- Culture and mission-driven: Passionate about ICG and increasing opportunities for all children and families to connect with nature.
- Ability to work with minimal supervision and an entrepreneurial spirit, taking initiative, being responsive to new opportunities, and creating value in the face of obstacles.
- Experience leading and managing a team: Ability to set direction, delegate responsibilities, and follow up.
- Exceptional communication skills including written, verbal, listening, presentation, and interpersonal skills.
- Superb organizational and time management skills with strong attention to detail.



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- Excellent critical thinking, problem solving, and the ability to be a systems-thinker; always attending to process improvements to best utilize and leverage existing and new resources.
- Skilled in relationship building and listening with an ability to model a strong work ethic, exceptional ethical standards, and a collaborative spirit.
- Enjoys and excels working independently and collaboratively with a diverse group of staff members, volunteers, and community partners.
- Willingness to work occasional evenings and weekends, as needed, in support of development events and organizational/departmental priorities.
- Demonstrated commitment to anti-racism, and to supporting ICG in its goal to be an inclusive, multicultural, and anti-racist organization, authentically welcoming to all.
- Proficiency with Google Drive and Microsoft Office Suite
- Experienced in Neon or other CRM systems

## A Plus

- Fundraising event planning experience
- Capital campaign experience
- Experience with Constant Contact or similar email marketing platforms

## To Apply

Applications will be accepted and reviewed on a rolling basis through April 21st.

Please email your resume and cover letter to [richard@ithacachildrensgarden.org](mailto:richard@ithacachildrensgarden.org) with “Development Director” in the subject line. Cover letters can be addressed to Richard Lansdowne, Operations Manager. In your cover letter, please briefly describe any relevant experience you have, and your interest in working with Ithaca Children's Garden, including experience and commitment related to diversity, equity, and inclusion.

If you require any assistance or accommodations to submit your application, please contact us as soon as possible so that we may assist you.

Ithaca Children's Garden respects, values and embraces the characteristics and attributes that make each individual unique. We strive to provide an environment that attracts, retains and celebrates people from the rich cultures and walks of life within the communities we serve. ICG is an equal opportunity employer.



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## **What to expect once you apply**

Our team is ICG's greatest asset; we want to find the candidate who is the best fit for organizational goals and is a complement to our existing team. Once we receive your cover letter and resume, they will be filed for the search committee to review. You will be thanked for your application. If you are selected for an interview, you will be notified, an interview will be scheduled, and the interview questions and full job description will be shared with you. The first interview will be conducted, either in person or remotely, by the Executive Director. There will be a second round of interviews, in person, for the top few candidates with the Executive Director and a member of ICG's Board of Directors.

Once there is a recommendation for hiring, references will be checked. Employment will be contingent upon clearance of a required background check. Applicants who are not selected for an interview, or were not advanced to second interviews, will be notified once the position is filled.

We appreciate when candidates become familiar with ICG's mission, vision, values, programs, and ethos. Learn more at <https://www.ithacachildrengarden.org/about-icg/#meet-icg>.