

The ICG team is deeply committed to the mission, vision, and values of our nonprofit organization. Please become familiar with ICG's mission, vision, and values - they drive everything we do.



Executive Director

Ithaca Children's Garden is seeking its next Executive Director. The ideal candidate is an experienced, compassionate leader with exceptional interpersonal skills, who believes in and will work toward our vision that every child has the basic human right to play, learn, and grow outdoors, and develop a life-long relationship with the living world.

About Ithaca Children's Garden

The mission of Ithaca Children's Garden (ICG) is to connect children to nature to create a more beautiful, resilient, and just world. The award-winning, 3-acre Ithaca Children's Garden is committed to providing inclusive programming where all children feel welcomed and a sense of belonging.

About the Executive Director position

This is a full time, benefits-eligible exempt position with an annual salary of approximately \$65,000 - 75,000 commensurate with qualifications, generous paid time off, health care, retirement, childcare, and continuing education benefits. Applications will be accepted until March 15 or until the position is filled.

PRIMARY DUTIES AND RESPONSIBILITIES

Leadership: Lead and foster effective teamwork between a diverse, resourceful, and dedicated team of approximately 10 permanent staff and 15 seasonal staff members; 100+ volunteers; and 11 board members. Provide vision and lead strategic planning to guide Ithaca Children's Garden's initiatives. Foster staff leadership, professional development, and decision-making. Advise the Board of Directors on all aspects of ICG's activities, including challenges and opportunities that affect ICG.

Program planning and management: Oversee the planning, implementation and evaluation of ICG's programs and special projects. Serve as a primary liaison to city, county, and state government agencies and representatives for funding, site development, and capital improvements.

Operational planning and management: Oversee the effective and efficient day-to-day operation of ICG, and develop a yearly operational plan that incorporates goals and objectives towards the mission and strategic plan. Ensure that the operation of ICG meets the expectations of its audience, Board and Funders. Draft, review, and implement policies and recommend changes to the Board as appropriate.

Financial planning and management: Work with the Board and Director of Development to develop fundraising plans, oversee funding proposals, and secure pipelines of funding from foundations, businesses, granting agencies and individual donors for the operation and future growth of ICG. Participate in fundraising activities as appropriate including donor discovery,

relationship building and solicitation. Work with staff, the Board, and the Finance Committee to prepare, monitor, and manage ICG's approximately \$600,000 annual budget. Lead the Finance Committee and oversee operations, regulatory compliance, tax, and budgeting processes.

Human resources planning and management: Oversee the implementation of human resources policies, procedures and practices to ensure compliance and a positive, safe work environment. Recruit staff with the right technical and cultural competencies to further ICG's mission and ensure successful delivery of all ICG programs. Coach and mentor staff to improve performance, encourage decision-making, and facilitate professional development in alignment with organizational and professional goals.

Community relations/advocacy: Establish collaborative working relationships with community groups, funders, elected leaders, and other organizations to advance ICG's mission goals. Communicate with stakeholders to keep them informed of the work of ICG, showcase and strengthen ICG's mission and identify changes in the community served by ICG.

Risk management: Assess and manage risks to ICG's people, property, finances, and brand through effective measures. Ensure the Board and staff are knowledgeable about and covered by appropriate insurance policies, understanding their terms and limitations

Technical proficiencies: Technical proficiency in web-based team communication and project management tools (e.g., Google Drive, Asana, Excel, Slack, Google Meet, Zoom), familiarity with office suite platforms for presentations, and capability to support organizational CRM for data collection and mission advancement. Personal transportation is required to be able to travel locally and periodically regionally to meet with collaborators and donors.

QUALIFICATIONS:

- At least 5 years of progressive management and senior leadership experience at a similar institution, such as a botanical garden, museum, or nature center
- Expertise in at least one of ICG's main program areas (public garden leadership; early childhood education; playwork; garden-based learning; diversity, equity, and inclusion); interest in cultivating knowledge of all areas
- Experience fundraising with the ability to inspire support from current and new audiences; experience with capital campaigns preferred
- Proven commitment to fostering an inclusive workplace that reflects ICG's equity, diversity and inclusion, and access goals
- Knowledge of and experience in developing strong partnerships with schools, municipal governments, and community organizations
- Experience in financial management and implementing strategies for organizational growth

To Apply

For consideration, please email your resume and cover letter to info@ithacachildrengarden.org with “Executive Director” in the subject line. Cover letters can be addressed to Brock Gibian, President of the Board of Directors.

In your letter, please speak directly to your experience as it relates to the duties of and qualifications required for this position, and interest in working with Ithaca Children’s Garden, and be prepared to discuss your commitment to anti-racism, equity, inclusion, and access.

If you require any assistance or special accommodations to successfully submit your application, please contact us so that we may have the opportunity to assist you.

ICG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state, or local law, where applicable.

To learn more about what to expect once you apply, please visit our website: [Application & Interview process](#)

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>.