Job Description

Preservation Associate
Garrison, New York

The opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization with a mission to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

The Garden Conservancy fulfills our mission through a variety of preservation and educational programs. The Conservancy helps new and emerging public gardens become community-based public resources and established public gardens manage both natural and manmade challenges to their survival. The Conservancy also holds eight conservation easements on gardens across the country. The organization shares distinctive gardens and ideas with the public through garden-study tours and educational programs, including Open Days, America's only national garden visitation program. In everything it does, the Conservancy champions the vital role gardens play in our shared culture, history, and quality of life.

Summary: An integral member of the growing preservation team, under the direction of the director of preservation, the preservation associate will be responsible for providing support for preservation projects, implementing programs with partner gardens, contributing to internal and external communications, and managing departmental workflow. The preservation associate will help meet departmental goals in the following areas: documentation, restoration, education/outreach, advocacy, and communications. The preservation associate will also field inquiries and empower garden partners by providing them with the knowledge, skills, and resources they need to further their efforts on topics ranging from development and garden restoration to board building and business management.

Duties and Responsibilities

Provides advice and resources to partners on preservation planning, outreach, partnership development and best practices.

In consultation with the director of preservation, researches and writes white papers on a range of preservation topics.

Provides support for implementation of the Preservation Symposium, Garden Conservancy Northwest Network, and Preservation Virtual Coffee Hours.

Supports the director in furthering the documentation program and managing restoration projects.

Researches advocacy issues and collaborates with the directors of preservation and communications on positions that will be recommended to the Advocacy Task Force and Board of Directors.

In consultation with the director, composes newsletter articles and content for brochures and board

materials, and drafts narratives as needed for the development department.

Coordinates workflow, analyzes reports, provides timelines for projects, updates records in Raiser's Edge, maintains departmental calendar.

Participates in professional development opportunities.

Regional and national travel is expected.

Knowledge, Skills, and Abilities
- Excellent research and writing ability.
- A detail-oriented, self-motivated collaborator who thinks critically, is highly organized, and can work independently.
- Strong interpersonal and communication skills.
- A track-record of successful project completion.
- Ability to work collegially and effectively with colleagues and volunteers
- The ideal candidate will be a positive force and bring a spirit of fun.

Computer Skills
To perform this job successfully, an individual should be experienced with Microsoft Office Suite. Raisers Edge database experience is preferred, but experience with other database software is also valuable.

Education/Experience
Bachelor's degree (B.A./B.S.) from four-year college or university in a related field, and 2+ years of experience and training in the field of preservation, public gardens, preservation organizations, historic properties, or conservation organizations.

TO APPLY
Please send your resume and letter of interest to:
hr@gardenconservancy.org
Mention "Preservation Associate" in the subject line.