



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.

Position 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

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

In consultation with the director of preservation, research and write white papers on a range of preservation topics

Steward conservation easements, including monitoring and production of baseline documentation reports

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

Support the director in furthering the documentation program and managing restoration projects

Research advocacy issues and collaborate with the directors of preservation and communications on positions that will be recommended to the Advocacy Task Force and Board

In consultation with the director, compose newsletter pieces, content for brochures and board materials, and draft narratives as needed for the development department

Coordinate workflow, analyze reports, provide timelines for projects, update records in Raiser's Edge, maintain departmental calendar

Participate 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

Computer Skills

To perform this job successfully, an individual should be experienced with Microsoft Office Suite. Raiser's 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 historic preservation, public gardens, preservation organizations, or conservation organizations. A degree in historic preservation is preferred.

TO APPLY

Please send your resume, letter of interest, and salary requirements to:

hr@gardenconservancy.org

Mention "Preservation Associate" in the subject line.