



Job Description

Director of Preservation Services Greenwich, CT

The Opportunity: Headquartered in Greenwich, Connecticut, in the New York metropolitan area, the Garden Conservancy is a national nonprofit organization dedicated to preserving, sharing, and celebrating America's gardens and diverse gardening traditions. Through its programs and partnerships, the Garden Conservancy advances the appreciation and stewardship of gardens for the education and inspiration of the public. Our offices are easily accessible by public transportation.

Position Summary: The Garden Conservancy seeks an experienced and visionary Director of Preservation Services to lead its core preservation mission. Working closely with the President and CEO, the Director shapes and executes the strategic vision for garden preservation nationwide. This pivotal role oversees a diverse portfolio of conservation easements, manages board committee relationships, and champions the preservation of gardens through advocacy, education, and strategic partnerships.

Duties and Responsibilities

With the president and CEO, develops and communicates a cogent strategy for garden preservation that can be applied broadly across diverse projects and partners. Develops recommendations for action for current and future preservation programs and projects for president and preservation committee and board of directors. Represents (as spokesperson) The Garden Conservancy's approach to garden preservation to the public and gardening community.

Oversee the current portfolio of conservation easements held by the Garden Conservancy and is responsible for the annual monitoring of those easements.

Manages the Preservation Committee of the board of directors, working with the chair to ensure that the committee is engaged. Communicate preservation related issues to the committee and the broader board, and organize all committee meetings, including the development of agendas, and production and distribution of meeting materials.

In collaboration with the president and board of directors develops and implements a consistent and strategic approach to partnering with gardens on a broad range of preservation issues (a "package" of Preservation Services).

Works collaboratively to promote and develop a strategy that integrates and aligns preservation department programs and efforts with the work and efforts of other Garden Conservancy departments.

Contributes regularly to all Garden Conservancy collateral material, including print and digital to advance the preservation mission of the Garden Conservancy.

Works collegially with Garden Conservancy staff to develop semi-annual educational and collaborative public programs that further the Conservancy's authoritative voice in the field of garden preservation and to establish and maintain productive connections with other organizations with similar interests.

Works collaboratively with other staff to include preservation narratives in shaping the direction of the documentation program and assists in its implementation.

Oversee and contributes to the research of garden advocacy issues. Works closely with the president and communications department on position statements.

Develop and implement strategies of annual or biennial programming for regional preservation affinity groups, and/or a national preservation symposium.

Responsible for developing and managing an annual budget for preservation programs and keeping within those budgets.

Establish consistent policy and best practices that are consistent with the Land Trust Alliance and language working with the preservation committee relating to The Garden Conservancy.

Knowledge, Skills, and Abilities

- **Exceptional Communication:** Advanced verbal, written, and public presentation skills, with the ability to confidently serve as an organizational spokesperson.
- **Rigorous Research & Writing:** Proven ability to investigate advocacy issues and draft compelling, publication-ready narratives for print and digital collateral.
- **Multi-Project Management:** Demonstrated ability to prioritize, track, and successfully execute multiple complex conservation projects simultaneously.
- **Fiscal & Timeline Oversight:** Highly effective at maintaining strict project timelines and managing programmatic budgets.
- **Detail-Oriented:** Acute attention to detail, specifically regarding compliance tracking, legal easement language, and board meeting logistics.
- **Cross-Functional Coordination:** Skilled at aligning the efforts of diverse internal departments and external partners toward a shared mission.
- **Volunteer Collaboration:** Ability to build rapport, organize, and work effectively alongside passionate community groups, affinity groups, and volunteers.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, Salesforce database, contact management, and project management software.

Education/Experience

Bachelor's degree (B.A./B.S.) in Historic Preservation, or a related field required; an equivalent of six to eight years related experience and/or training; or equivalent combination of education and experience.

Compensation

The hiring salary for this position is \$95,000 - \$105,000. The starting salary within this range will be determined based on the successful candidate's depth of experience, leadership background, and specialized qualifications.

This position includes a substantial benefits package:

- **Generous Paid Time Off:** Balance work and life with approximately 32 combined days of vacation, personal, and sick time annually, plus approximately 15 paid holidays.
- **Healthcare Support:** We cover 90% of your individual medical policy premium and provide an employer-contributed Flexible Spending Account (FSA) to help manage out-of-pocket costs.
- **403(b) Retirement Plan:** Secure your future with up to a 5% company match after one year of employment.
- **Income Protection:** Stay protected with fully employer-funded group life and disability insurance policies.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Director of Preservation Services" in the subject line.