

Announcement of Opening For Executive Director Ivy Creek Foundation, Charlottesville, Virginia

Ivy Creek Foundation (ICF) is seeking to hire a full-time Executive Director. ICF is a volunteer-based 501(c)(3) non-profit organization in the Charlottesville area responsible for the stewardship of two publicly owned, but privately maintained natural areas.

Scenically shadowed by the Blue Ridge Mountains, Ivy Creek Natural Area (ICNA) is a 215-acre preserve bordering the South Fork Rivanna Reservoir with a mix of upland woods, pine stands, open fields, streams, 7 miles of trails, and two miles of shoreline. Its rolling hills and diverse habitats make the ICNA an ideal site to learn about the rich natural and cultural history characteristic of Central Virginia and has made Ivy Creek a favorite destination for visitors looking for a peaceful walk in the woods. ICF hosts over 110 public programs on site annually, offering tours for schoolchildren, providing a hub for naturalists, scientists, and native plant and bird lovers, as well as a place for partner organizations to meet. The recently restored barn at Ivy Creek provides the visiting public a view into the early 20th-century agricultural use of the property and is listed as an interpretive site on the African-American Heritage Trail.

The Ivy Creek Foundation aims to:

- Conserve the natural state of lands under our care and management
- Protect native flora and fauna, and promote the appreciation of both
- Educate on the value of natural spaces and natural history
- Foster the understanding of how human cultures have worked with and on the land through time
- Explore the role of history in the context of the land which supports us all as a community
- Use the lands under our care as a lens that focuses attention on best management practices for natural resources and wildlife

ICF is currently working on exciting new initiatives with county, city, state officials, as well as local residents on a variety of improvements including: the entrance, handicap access, parking, new welcome kiosk, and expanded interpretation of the historic Riverview Farm.

For more information about the Ivy Creek Foundation visit our website at: **IvyCreekFoundation.org**

Job Description

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Ivy Creek Foundation's (ICF) staff, programs, expansion, and execution of its mission. She or he will develop deep knowledge of the property, natural and cultural history, core programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Facilitate strategic planning and operational process improvements in conjunction with the Board and appropriate committees.
- Actively engage and energize ICF's volunteers, board members, committees, partnering organizations, and donors.

- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction for ongoing operations.
- Lead, coach, develop, and retain ICF's' staff members and volunteers. Supervise all ICF staff.
- Ensure effective processes and systems are consistently utilized to track program progress, regularly evaluate program components, and manage donor campaigns to effectively measure successes that can be communicated to the board, donors, and other constituents.
- Collaborate with Education Coordinator and Education Committee to see that educational programs and offerings are developed commensurate with the mission and goals of ICF.

Fundraising & Outreach:

- Collaborate with the Development Committee to expand local revenue generating and fundraising activities to support existing program operations and program expansion.
- Research and identify appropriate grant opportunities and develop proposals for programmatic and operational funding.
- Expand and enhance all aspects of communications—from web presence and social media to external relations with the goal of creating a stronger brand.
- Identify, build and maintain strong relationships to garner new opportunities for funding streams.
- Expand donor/membership fundraising and program opportunities to engage new segments of donors/members.
- Build partnerships and establish effective relationships with members, donors, city/county leaders and staff to expand program opportunities and funding sources for ICF.
- Serve as an ambassador and spokesperson for ICF (e.g. speaking engagements, association membership, community partnership connections) to create awareness of ICF and engage a wider segment of the community.

Buildings & Grounds:

- Work directly with the Building & Grounds Committee, Trail Stewards, Albemarle County, Charlottesville City, Partners, and Volunteers.
- Schedule the use of the Education Building, natural areas, barn, and related ICF resources
- Ensure that office space, buildings, and grounds are kept clean and well maintained.
- Manage vendor relationships for HVAC, plumbing, telecom systems, and prioritize using staff, volunteers, and Board to provide services when possible.

Administration & Communications:

- With input from all committees, develop the annual budget for approval by the Board and ensure income and expenses are managed effectively for each Fiscal Year (*October 1st through September 30th*)
- Collaborate with the Education Coordinator and appropriate Committees to produce clear and timely communications for distribution to key constituents in areas including: volunteer recruitment, membership drives, fundraising appeals, educational programs, monthly calendar, press releases, quarterly newsletter, annual report, and other outreach opportunities to expand program awareness of ICF to established constituents and new markets of constituents.
- Provide staff support for Board of Directors, Committees, and Task Forces by assisting with developing agendas and maintaining meeting minutes.
- Fully utilize the DonorPerfect database and create a streamlined approach using the database to drive membership and fundraising efforts.
- Financial oversight and responsibility for managing checkbook/debit card, bank deposits, and expenses.
- Accurate data entry into QuickBooks for income and expenses.

Qualifications

The ED will be thoroughly committed to ICF's mission. All candidates should have proven leadership, fundraising/development, communication, and relationship/volunteer management experience.

Specific requirements include:

- Bachelor's Degree with significant management experience; track record of effectively leading a successful organization and staff; ability to provide specific examples of having developed and implemented strategies that lead directly to organizational growth and success
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop staff and volunteer teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors
- Strong marketing, public relations, and fundraising experience with the ability to work effectively with a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and effective communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to organizational management
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Submission of Application

Applications are to be submitted via email to: Marilyn@ivycreekfoundation.org no later than September 29, 2017. Include a cover letter along with your resume and salary requirements.