



## **Executive Director**

**Ivy Creek Foundation | Charlottesville, VA**

**Salary Range:** \$75,000–\$90,000

**Benefits:** Not available *at this time*

**To apply:** Submit a cover letter, resume, and three references to Meredith Handakas at [meredith@bryanandjordan.com](mailto:meredith@bryanandjordan.com).

## **About the Ivy Creek Foundation**

The Ivy Creek Foundation (ICF) is a nonprofit organization responsible for the operational and financial stewardship of the **Ivy Creek Natural Area & Historic River View Farm**, a publicly owned site spanning 219 acres in the Charlottesville area. ICF connects people to the past and present through its mission of **honoring the land, history, and community**.

Ivy Creek Natural Area and Historic River View Farm welcome over 130,000 visitors each year, including hikers, birders, school groups, and history enthusiasts. Our dedicated staff and volunteers provide educational programs to over 5,000 adults and children annually, while also stewarding the site's historic barn and its surrounding landscape. This unique property offers a rare combination of natural beauty and rich cultural heritage. River View Farm was once home to the Carr-Greer family, a prominent African American family whose legacy is essential to understanding the region's post-emancipation history. Interpreting and sharing their story is an emerging priority for the organization. Under the guidance of the Board and Executive Director, ICF is now exploring the feasibility of implementing a fundraising campaign to restore the original farmhouse and make improvements to the natural area and trails.

Poised for growth, ICF seeks a visionary Executive Director to guide the organization into its next chapter.

## **Position Overview**

The Executive Director (ED) is the chief executive officer of the Ivy Creek Foundation and reports to the Board of Directors. With 3–4 direct reports, the ED oversees all staff and volunteer operations and is ultimately responsible for carrying out ICF's mission and strategic goals.

This is a unique opportunity for a dynamic and mission-driven leader with a demonstrated ability to lead across **environmental, cultural, and educational domains**. The successful candidate will be an experienced nonprofit professional who is both strategic and hands-on, equally adept at relationship building, operational management, and fundraising.

## **Key Responsibilities**

### **Strategic Leadership & Organizational Management**

- Lead the development and execution of long-term strategies that align with ICF's mission and future growth.
- Foster a collaborative, inclusive, and high-performing culture across staff, volunteers, and the board.
- Expand staffing and systems to meet growing demand and prepare for future initiatives.

### **Fundraising & Communications**

- Spearhead fundraising efforts in partnership with the Board and Development Committee.
- Cultivate donor relationships and solicit gifts from individuals, pursue grant opportunities, and lead a strong annual giving program.
- Serve as the organization's chief ambassador, effectively communicating ICF's story and mission to diverse audiences.
- Oversee all public relations, marketing, and communications to strengthen visibility and engagement.

### **Partnerships & Community Relations**

- Maintain and strengthen relationships with local government partners (Albemarle County and the City of Charlottesville).
- Build strategic alliances with nonprofit, civic, and business leaders to support shared goals.
- Promote inclusive programming and foster a welcoming environment for all visitors and community members.

## **Finance & Administration**

- Work with the Finance Committee to prepare annual budgets and financial reports.
- Ensure compliance with all legal, regulatory, and ethical standards.
- Oversee human resources and support staff development.

## **Qualifications**

- Bachelor's degree or higher.
- At least four years of nonprofit leadership experience.
- Proven success in fundraising, donor stewardship, and public engagement.
- Strong communication skills—both written and verbal.
- Demonstrated ability to manage teams and foster a collaborative work environment.
- Experience with budgeting, financial oversight, and organizational operations.

## **Personal Attributes**

- Integrity, credibility, and sound judgment.
- Passion for environmental stewardship, historical preservation, and community service.
- Strategic thinker with a hands-on, problem-solving mindset.

## **Why Join Ivy Creek?**

Ivy Creek Foundation is a small but mighty organization entering an exciting new era. With high public interest, a potential capital campaign, and growing recognition of the site's unique cultural, historical, and natural value, the next Executive Director will have the opportunity to make a lasting impact on both local and national levels.

**The Ivy Creek Foundation is an equal opportunity employer and encourages candidates of all backgrounds to apply.**