



210-212 Center Street
Ithaca NY 14850
www.historicithaca.org

Position Title: Program Manager

Reports to: Executive Director

Status: Non-exempt, full-time with benefits

Reporting to this Position: Work Preserve Trainer, Program Assistant; Volunteers

Schedule: Tuesday through Saturday, some evenings to support special programming

About Historic Ithaca

Historic Ithaca is a 501(c)(3) nonprofit founded in 1966 and the leading voice for historic preservation in Tompkins County and the Finger Lakes region of Upstate New York. We advance the value, vitality, and sustainability of our built heritage through education, advocacy, and action.

With headquarters in Ithaca's Southside, we operate a community hub consisting of two historic buildings. What was once a neighborhood grocery store now houses staff offices, meeting space, and an accessible Library of the Built Environment. The other, an industrial building constructed in 1887, is home to **Significant Elements**—a 10,000-square-foot nonprofit architectural salvage store that keeps donated historic building materials in circulation. Adjacent to the store, a purpose-modified workshop space supports **Work Preserve**, providing valuable hands-on preservation skills training and retail experience for marginalized youth. Both of these programs support our preservation activities, which include offsite tours, events, an historic preservation awards program, and a wide array of preservation services for property owners, businesses, and municipalities.

Position Description

Historic Ithaca is seeking applicants for a Program Manager, a new position that will administer the daily operations of the **Significant Elements** store and the **Work Preserve** job skills training program, in an approximate 60:40 split. The role will apply strong business and operational practices to maximize efficiency and performance within a nonprofit environment, including planning, organizing, and supervising workflows; ensuring compliance with grant requirements; managing program finances in accordance with all regulatory requirements; and delivering excellent service to customers, program participants, community partners, and supporters.

Duties and Responsibilities

- Collaborate closely with other Historic Ithaca staff and Board members to ensure strong alignment among store merchandise, educational programming, and the organization's mission and strategic priorities.
- Manage daily operations and budgets for both the retail store and the job skills training program, ensuring fiscal responsibility and operational efficiency.

- Develop, implement, and evaluate strategies to achieve financial and experiential goals for retail sales performance and job skills training program participation.
- Cultivate and maintain positive relationships with customers, training program participants, donors, local businesses, community partners, and other organizational supporters.
- Coordinate, prioritize, and supervise the work of reporting staff and volunteers, including orientation, training, scheduling, and performance assessment.
- Participate actively in product procurement for the store through salvaging efforts, donor drop-offs, direct purchases, and auctions.
- Manage store inventory by selecting merchandise, establishing pricing, and creating attractive, mission-aligned product displays.
- Collect, track, and prepare data relating to both programs as required for grant performance reporting.
- Monitor facility conditions and promptly report or address maintenance and safety concerns to ensure a secure and welcoming environment for staff, volunteers, and the public.

Qualifications, Skills, and Competencies

- Proven experience in retail management, or equivalent experience combining retail and nonprofit program management. Museum or cultural institution experience desirable.
- Strong leadership and interpersonal skills, with a demonstrated commitment to outstanding customer service.
- Experience in managing volunteers or mentoring youth in educational or camp environments.
- Ability to work collaboratively in a small team environment.
- Strong verbal, written, and computer-based communication skills, with the ability to communicate clearly across roles and audiences.
- Strong understanding of business plans, program management, and customer service best practices.
- Proficiency with POS software.
- Familiarity with standard labor laws, safety and compliance issues, accident reporting, and Workers' Compensation reporting procedures.
- Familiarity with the safe and appropriate use of power and hand tools.
- Proficiency with Google Workspace.
- Valid driver's license and a clean driving record.
- Bachelor's degree or equivalent preferred.

Work Environment

Work is performed primarily onsite at 212 Center Street, Ithaca, New York between the hours of 9 am and 5 pm, Tuesday-Saturday, with occasional evening work to support special programming. Work includes office- and workshop-based tasks plus lifting and moving objects weighing up to 50 pounds, climbing ladders, onsite salvaging, and picking up/delivering donated

items. There will be occasional travel generally within a radius of 75 miles of Ithaca for salvage opportunities.

Start Date

The position is open until filled.

Compensation

Starting salary: \$25.10 to \$27.30 per hour, 35 hours per week. Benefits include 10 paid holidays and 3 paid floating holidays per year; paid vacation and sick/personal days; health insurance (paid via a stipend); and the opportunity to participate in a non-matched 401(k) plan.

How to Apply

- Prepare a brief cover letter and a resume highlighting relevant experience and qualifications.
- Submit by email (PDFs) to info@historicitythaca.org with subject "Program Manager," or by mail to Human Resources, Historic Ithaca, 210 Center Street, Ithaca NY 14850.
- No phone calls, please. Qualified candidates will be contacted within five business days for an initial interview.

We appreciate your interest in Historic Ithaca and look forward to learning more about you.

Historic Ithaca is proud to be an equal opportunity employer. We do not tolerate discrimination or harassment based on age, race, creed (including religion), color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex (including pregnancy-related conditions), disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, or any other status protected by applicable federal, state, or local law.

This commitment applies to every aspect of employment, including recruitment, hiring, placement, promotion, termination, layoff/recall, transfer, leaves, compensation, and training. We also prohibit retaliation against anyone who reports or opposes discrimination or harassment.