**Neighborhood Gardens Trust Deputy Director**

**Full-time Regular**

**Philadelphia, PA, US**

**Salary Range:** $74,000.00 To $78,000.00 Annually

**About Neighborhood Gardens Trust**

Neighborhood Gardens Trust (“NGT”) is a land trust dedicated to preserving and supporting community gardens and other shared green spaces across Philadelphia. Our work is grounded in the belief that a healthy, equitable, and sustainable city is one in which all neighborhoods have vibrant green spaces for residents to cultivate food, flowers, and community.  NGT has preserved 53 community gardens and shared green spaces to date with the goal of preserving a total of 80 gardens by 2028.  NGT is an independent 501(c)3 organization that was founded in 1986. NGT positions are administered through the Pennsylvania Horticultural Society.  ([www.ngtrust.org](http://www.ngtrust.org/))

**Summary**

The Deputy Director will work closely with the Executive Director and the other members of NGT’s small but mighty team to advance the expansion of our network of preserved, vibrant community gardens and green spaces across Philadelphia. The Deputy Director will be responsible for advancing NGT’s land preservation and garden stewardship work, which requires an internal focus on managing strategic growth and day-to-day hands-on execution, as well as external stakeholder collaboration and engagement. This position reports to NGT’s Executive Director and will supervise NGT’s Stewardship Manager and Land Preservation Specialist, to be hired in 2025.  
  
**Responsibilities**

General Administration and Management

* Works with the Executive Director to plan and undertake action steps to achieve NGT’s recently adopted 2025-2028 Strategic Plan.
* Assists Executive Director on budgeting as well as fundraising, financial management and administrative operations with a focus on scaling and systems development.
* Upholds and supports NGT’s Memorandum of Understanding with Pennsylvania Horticultural Society (PHS), coordinating programmatic partnerships with the Healthy Neighborhoods teams as well as leveraging administrative support services provided through PHS Finance, Human Resources, Tech Services, etc.

Land Preservation:

* Drives NGT’s work to expand protection to 30+ additional community gardens and green spaces, threatened by insecure land tenure, though land acquisition, leases and conservation easements.
* Coordinates NGT’s garden application intake and due diligence process with priority focused on low to moderate income neighborhoods with limited access to fresh, healthy food and high-quality green space, and land at risk of being lost to real estate development or in need of climate-adaptive green infrastructure.
* Provides staff support to NGT’s board Property and Open Space Committee and presents land acquisition projects to the Board of Directors for consideration and adoption into NGT’s “preservation pipeline”.
* Works with Executive Director to develop and execute preservation strategies for each of 80+ threatened land parcels located at NGT’s preservation pipeline gardens.
* Fulfills land acquisition, leasing, and easement project requirements, coordinating with government agencies, elected officials, legal counsel, funders, property owners, title companies, and others.
* Prepares and administers land acquisition and capital project grants, monitoring compliance with all contractual, reporting, and match requirements.
* Ensures systems are in place and maintained to track data and retain documents for all pipeline and preserved gardens in NGT’s databases, including deeds, lease agreements, real estate transaction updates, and critical dates.
* Hires and supervises NGT Land Preservation Specialist to grow NGT’s capacity to meet land preservation goals and to prevent the loss of community gardens across Philadelphia.

 Garden Stewardship:

* Works with Executive Director and Stewardship Manager to ensure that NGT-preserved gardens and green spaces are equipped with the necessary resources and supports to thrive and remain resilient, with priority placed on low-to-moderate income communities.
* Supervises property management for NGT’s network of preserved gardens and green spaces with a focus on safety, equity, regulatory adherence, and minimizing risk exposure.
* Provides oversight for assessment, capital planning, budgeting and implementation of garden capital improvements and maintenance at NGT preserved and pipeline gardens.
* Coordinates with PHS’ Healthy Neighborhoods Program to leverage support for garden improvement projects and resources to support inclusive garden leadership and governance.
* Provides oversight for execution of annual NGT Garden Surveys, Site Visits, and Garden Agreements.
* Ensures that preserved gardens secure and maintain Philadelphia Real Estate Property Tax Exemption and PWD Stormwater Exemption and that all property related problems which arise with the city of Philadelphia or adjacent property owners are appropriately and promptly addressed.

Capacity building and Advocacy

* Maintains detail-oriented understanding of city policies around gardens and open space as well as knowledge of best practices in land conservation, urban agriculture, etc.
* Expands opportunities for NGT to do community outreach and education, and to identify additional gardens in need of help with land security.
* Advises and provides technical assistance to community-based groups seeking to secure land.
* Represents and speaks on behalf of NGT at meetings, public events, hearings, conferences etc. when Executive Director is unable to be present.
* Participates in coalition building and collaborates on policy advocacy with allied stakeholders on issues related to land preservation for urban agriculture, and green space.

Minimum degree required: Master’s Degree in related field or BA and equivalent work experience

Years of experience: Minimum of 6 years of work experience with progressive levels of responsibility, including supervisory and project management experience in related fields including community development, land conservation, real estate, law, or government relations.

Licenses/Certifications:

Driver’s License: Valid driver’s license and clean, safe driving record

**Knowledge, Skills, Abilities required for success:**

* Demonstrated interest in environmental & climate issues, community greening, urban agriculture, land conservation, or related topics.
* Demonstrated track record as an effective, detail-oriented, strategic and kind leader.
* Proven ability to engage in creative and entrepreneurial thinking to operationalize strategies and new initiatives.
* Success in roles requiring execution of multiple tasks while responding to multiple priorities.
* Proven ability to work with efficiency, flexibility, and good humor.
* Demonstrated commitment and ability to build and maintain relationships with a wide array of people –from community members to nonprofit colleagues, to government and for-profit partners and from diverse backgrounds.
* Experience with nonprofit budgeting and financial management as well as grant applications, administration, and compliance.
* Ability to exercise tact and diplomacy in organizational settings
* High-level attention to detail.
* Excellent relationship-building skills.
* Excellent written, oral, and interpersonal communication skills, including public speaking.
* Proficient with Microsoft Office suite
* Familiarity with Salesforce or Raiser’s Edge a plus.

Additional requirements:

* Hybrid work schedule. Spend a minimum of one day per week in the office.
* May require occasional weekend and/or evening work

**EEO NOTICE**:   
At PHS, we value a diverse, inclusive workforce and we provide equal employment opportunity for all applicants and employees. All qualified applicants for employment will be considered without regard to an individual’s race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local laws.