

# **Position Announcement: Executive Director**

**Botanical Garden of the Ozarks, Fayetteville, Arkansas**

## **About the Garden**

Botanical Garden of the Ozarks (Garden) opened in October 2007. The first phase of construction consists of nine themed gardens and a timber-frame multipurpose building on 9 acres of 90 acres available for development. The aesthetic of the Garden reflects the unique natural and cultural heritage of the Ozarks. From its opening, the Garden focused on educational programs.

In 2009, the Garden welcomed 35,000 visitors, 194 volunteers who contributed 6800 hours of service and had 1,800 members join. The Botanical Garden Society of the Ozarks(BGSO), a non-profit organization, employs seven full-time staff members to operate the Garden, programs and volunteers.

## **About the job**

The Executive Director (ED) cultivates and develops financial support of the Garden, acts as a liaison with the Board, staff and volunteers, He/she develops a roadmap of further Garden development.

The successful candidate is an effective communicator, experienced fundraiser and efficient business manager. This is an opportunity for an energetic, charismatic individual to shape the future of a highly-regarded garden.

## **Requirements**

- A bachelor's degree plus an advanced degree or equivalent professional experience.
- At least 4 years of experience in non-profit administration, preferably in public horticulture.
- Strong management skills.
- Proven fundraising experience.
- Outstanding communication skills, including writing and public speaking.

## **About Fayetteville and Northwest Arkansas**

The Ozarks area features rich and scenic wonderland of springs, rivers, caves, and forests where opportunities for outdoor recreation abound.

Fayetteville is a vibrant community, home to the University of Arkansas' flagship campus. The area is the home Wal-Mart Stores, Tyson Foods, and J.B. Hunt Transport Services corporate headquarters. The Garden is an integral component of an emerging arts and culture scene. The next few years promise an

expansion of the Walton Arts Center, the region's performing arts center, and the construction of science and children's museums, and the opening of Crystal Bridges Museum of American Art.

## **Salary and Benefits**

The salary and benefits package is commensurate with experience.

## **To Apply**

Submit a resume, letter of application, and the names/contact information of three professional references by email to [cbass88437@cox.net](mailto:cbass88437@cox.net) or by mail to: Executive Director Search Committee, Catherine Bass, 327 West Meadow, Fayetteville, AR 72701.

## **Closing Date**

*June 30, 2010.*

BGO does not discriminate against applicants or employees on the basis of race, sex, age, religion, marital status, sexual orientation, national origin, or disability.

## **Executive Director Job Description**

The Executive Director (ED) of the Botanical Garden of the Ozarks (Garden), a non-profit organization, is responsible for fund raising, donor cultivation, marketing, community outreach, programming, management of the existing gardens and execution of the master plan.

The ED is instrumental in implementing the goals outlined by the BGSO Board: three-year strategic plan, including achieving financial sustainability, developing educational programming, growing Garden visits and creating a roadmap for garden expansion into the undeveloped 90 acres.

The Executive Director's responsibilities include:

- 1. Fundraising/Donor Cultivation.** The ED's number one priority is grant writing, fundraising and major donor cultivation. He/she is expected to devote a majority of his/her time to fundraising and grant writing. The ED reports the specifics, including dollar amounts arising from his/her fundraising and donor cultivation and of time spent each month to the Executive Committee.

With the support of the Communications/Education Coordinator and the Board members, the ED is responsible for leading all fundraising efforts. This includes cultivating new members and major donors in addition to building relationships with public granting institutions and family foundations. The ED manages the bookkeeper/membership coordinator and oversees fiscal responsibilities, grants management and funds tracking and reporting.

ED's fundraising includes meeting a \$250,000 matching grant through unrestricted funds in the first three years of his/her contract through individual gifts, grants and earned revenue. In addition, he/she will lead an anticipated \$4 million capital campaign to complete Phase 2 of the Master Plan.

- 2. Administration.** The ED manages day-to-day Garden operations, manages the budget, funds allocation, sustainability and cost savings ideas, staff direction (including performance reviews), correspondence, and welcomes visitors. He/she hires, disciplines and terminates staff. The ED holds staff meetings and maintains effective staff, board and volunteer communications.
- 3. Site Development and Maintenance.** With the support of the Director of Operations, the ED manages the expansion of the Garden envisioned in the Master Plan. These activities include coordinating funds, staff, Board, contractors, designers, and volunteers. He/she also supervises the Director of Garden Design/Management, who manages the maintenance of the existing gardens and structures as needed and as directed by the Board.
- 4. Marketing and Community Outreach.** The ED represents the Garden regionally and nationally to broaden its exposure, publicize its mission and develop support for the it's goals. He/she accepts that these opportunities occur outside normal working hours.
- 5. Programs.** With staff and volunteer collaboration, the ED develops and schedules the educational and outreach programs featuring adult and child focused workshops, conferences, school presentations, events, special programs and collaboration with other gardening and civic organizations.
- 6. Board Collaboration and Communication.** The Board expects the ED to be a self-starter and collaborates with the Board members, volunteers, donors and members. He/she works with and recommends to Committee Chairs strategies, priorities and policies for the Garden's strategic direction as approved by the Board of Directors. The ED notifies the Executive Committee of financial, contractual and personnel decisions.

The ED performs these duties and others assigned by the President and Executive Committee.