



## President & CEO Job Description

### Position

The President & CEO will work collaboratively with the Board of Directors in leading the organization in developing and delivering on its mission and long-term vision. The President & CEO will ensure that the organization's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.

### Responsibilities

#### Strategic vision and leadership

- Collaborate with the Board to refine the long-term vision, implement the strategic plan and ensure that the finances, staff, volunteers, and priorities are aligned with the organization's core mission and vision
- Provide inspirational leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable the Garden to achieve its long- and short-term goals and objectives
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals
- Help build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources

### Development

- Ensure that the flow of funds permits the organization to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential
- Continually seeks new funding sources with support from the Board of Directors
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations

### Strengthening infrastructure and operations

- Ensure the delivery of high quality services
- Support and motivate the organization's staff and volunteers
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs
- Oversee the financial status of the organization including developing long and short

range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff

### **Program Development**

- Work with staff, volunteers and community partners to enhance the Garden's programs and services
- Build on the strengths and talents of staff and volunteers in Increase efficiencies developing and implementing programs and services

### **Public Relations**

- Establishes and maintains linkages with key individuals, community groups, businesses, government and political offices, and other agencies. General responsibility for agency public relations
- Serves in a leadership role within the public garden community ensuring that the Garden is recognized and respected nationally and internationally
- Advocates on behalf of disadvantaged populations to meet their needs
- Ensures ongoing public information and awareness through the mass media, educational materials, website, brochures, and personal contacts
- Serves as spokesperson for the organization through contact with the media and the community
- Oversees development of website and content, and internet marketing

### **Qualifications**

- Minimum of a BA, ideally with an advanced degree such as a PhD and / or MBA.
- At least 10 to 15 years of overall professional experience in a related organization (e.g. Museums, Zoos, etc.)
- Prior nonprofit experience ideal
- Prior Botanical Garden experience preferred
- Significant board development, fundraising, marketing/branding and fiscal management experience a must
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Demonstrated ability to build and lead strong, cohesive and effective teams
- Demonstrated ability to encourage innovative new programming
- Innovative and visionary leader capable of advancing the Garden to the next level
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team

- A demonstrated passion for the mission of the organization
- Demonstrated ability to build an exciting and engaging visitor experience
- Demonstrated entrepreneurial ability to lead growth
- Ability to think strategically and implement tactically
- Demonstrated ability to listen and communicate effectively

Interested parties should submit a cover letter describing your interest in this position along with your resume to Paul Van Dolah at [pvandolah@earthlink.net](mailto:pvandolah@earthlink.net).

