

About the Alaska Botanical Garden

Mission Statement: The Alaska Botanical Garden is dedicated to enhancing the beauty and value of plant material through education, preservation, recreation, and research.

The Alaska Botanical Garden (ABG) is the premier northern tier non-profit organic public garden in Alaska, with a 2017 operations budget of \$500,000+. ABG has a strong board, engaged professional staff, enthusiastic and long-standing volunteers, stunning gardens, a robust education program and master and strategic plans that guide the organization. The Garden includes 110 acres of land, most of which remains and untouched boreal forest. A variety of gardens create the design theme for ABG, forming "rooms-within-the-Garden" interconnected by a paved accessible looped pathway. The site is mostly fenced and includes two perennial gardens, heritage garden, herb garden, trailside gardens, alpine rock garden, wildflower trail, educational garden plot, research & development site, event lawn and a 1.1 mile nature trail. Support facilities include a 1100 sf office space/work center, nursery for plant sale and garden use, small gift shop and recently constructed greenhouse.

GENERAL POSITION INFORMATION

Closing Date: October 2, 2017

Location: Anchorage, Alaska

Salary: \$68,000-\$72,000 DOE

Benefits: Premiera Blue Cross/Blue Shield Bronze 5250 Plan (employee pays modest premium); generous paid leave during off-peak season, stunning work environment with dynamic staff and volunteers

Status: Exempt full time

Complete job description and application instructions at:

<http://alaskabg.org/aboutalaskabotanicalgarden/jobs-at-the-alaska-botanical-garden/>

How to apply: Qualified applicants should send cover letter, complete resume and names of three references whom we may contact if necessary, in PDF format. Send complete packet to: abgexecutivedirector@gmail.com. on or before the closing date. You will receive a notice that your application has been received.

POSITION SUMMARY

The Executive Director (ED) is responsible for the overall operation and management of the facility. Working for and with the Board of Directors, the ED is responsible for the Alaska Botanical Garden's consistent achievement of its mission and financial objectives.

Program Development and Administration

1. Assure that ABG's long range strategy and day-to-day operations achieve ABG's mission and provide long term sustainability based on strategic plan goals and ABG Master Plan.
2. Develop policies and procedures to ensure safety and effectiveness in all aspects of ABG's work.
3. Maintain a working knowledge of significant trends in the development and management of botanical gardens.
4. Forge and maintain critical relationships with the gardening community in Alaska, which is the strength of ABG.
5. Oversee all aspects of planning, implementation and evaluation of ABG programs and events to ensure their success.

Communications

1. Represent ABG programs and interests throughout the community. Ensure ongoing relationships with all major stakeholders and donors.
2. Keep the board consistently informed regarding finance and operations. Work with the board president to develop monthly board agendas, write monthly status reports for board.
3. Act as primary contact for press and the public, consistently working to increase public awareness of ABG.
4. Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations.
5. Oversee promotion of the garden on ABG platforms as well as all media outlets (electronic, print and social media)

Staff

1. Oversee all aspects of HR, including hiring, supervising and evaluating staff.
2. Build an effective staff, with annual review and opportunities for advancement.
3. Provide opportunities for staff and volunteer development, including continuing education.
4. Maintain an environment that attracts and retains a highly qualified and motivated staff.

Budget and Finance

1. In partnership with the Finance Committee and Foraker Group Shared Services (contract accountant), develop and maintain sound financial practices.
2. Develop annual budgets for board approval and manage ABG's operation within established budget guidelines established by the board.
3. Recommend budget revisions, prepare monthly financial reports for board review.
4. Maintain and expand the base of private and public support and funding, including members, volunteers, major donors, grant-making organizations, program participants and customers.
5. Manage all aspects of grant and donor reporting.

Fund Development

1. With President and Development Chair, lead board and staff in annual fundraising planning.
2. Maintain database of all donors, current and past.
3. Establish ongoing regular relationships with current and prospective donors to ensure donor retention and cultivation, utilizing industry best practices.
4. Provide active leadership and participation in all fundraising efforts.
5. Research grant opportunities, write and administer all grants from application to final report. Establish and maintain successful relationships with granting organizations, including federal, municipal, nonprofit and for-profit organizations.
6. Research and initiate new opportunities for earned revenue streams, particularly the active tourism market.

Facilities

1. Supervise the operation and maintenance of ABG physical plant, land, gardens, work center, gift shop, nursery and greenhouses.
2. In partnership with the board, establish annual priorities for implementation of elements of the Master Plan while ensuring organizational sustainability.

EDUCATION AND EXPERIENCE

Required: 3-5 years professional experience with for profit or nonprofit organization, preferably in a major leadership position. Proficiency in financial administration, fund development, strategic planning and staff management. Strong financial analysis and communication skills. Demonstrated experience in both volunteer management and strategic planning. Undergraduate degree, preferably in a field related to ABG's mission.

Preferred: Leadership experience with a nonprofit botanic garden, including facility management and planning. Advanced degree in a field related to ABG's purpose and mission. Knowledge of the importance of planning for organizational and fund development, including grant management and donor relations.

In addition to the above required and desired qualifications, central to success for the Executive Director of the Alaska Botanical Garden is a sincere belief in and commitment to the goals and values of the organization and an inherent belief in the importance of public gardens to society. This individual will understand the importance of a collaborative relationship between board and staff of a medium size nonprofit. This individual will also work a flexible schedule that includes weekends, holidays and evenings during the summer peak visitor season.

NOTE: The primary purpose of this description is to outline and communicate key tasks and expectations for the position and does not imply a contractual relationship. The Alaska Botanical Garden is an at-will employer.