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Executive Director Job Announcement Leach Botanical Garden November 2021

Located on the wooded banks of Johnson Creek in outer southeast Portland, 16-acre Leach Botanical Garden opened to the public in 1983. The property is owned by the City of Portland and operated by the Leach Garden Friends, a not-for-profit organization.

Home to northwest native plants as well as special plant collections, Leach Garden connects people, plants and place through discovery and delight. The Garden offers opportunities for engaged learning in horticulture, natural sciences, and conservation. It provides a respite from urban life and offers welcoming venues for cultural events and other celebrations. The first phase of a transformative garden design, including an aerial tree walk, pollinator and habitat garden, and fireside terrace, opened in April 2021 and has been well-received by the community. A team of 11 staff members cares for and programs the Garden, assisted by a cadre of 100 volunteers. An employee of Leach Garden Friends, the Executive Director reports to and is supported by an active and engaged Board of Directors.

The Position

Leach Garden Friends is seeking an experienced not-for-profit Executive Director with a passion for public gardens and a commitment to its mission and values. The Executive Director position is an opportunity for an inspiring and collaborative leader with outstanding communication and relationship-building skills. An important element of the job is growing the endowment to ensure a solid financial foundation into the future.

Partnerships and collaborations are a defining characteristic of Leach Botanical Garden, and the new ED will work with staff and volunteers to build on our collaborative culture. A component of this is fostering a cooperative and mutually beneficial relationship with Portland Parks & Recreation. The Garden is located in the midst of a socially and culturally diverse community. Engaging with cultural community leaders is an important aspect of the job.

Qualifications

The ideal candidate will possess the following attributes:

- Nonprofit or related management experience, including financial acumen, personnel management, and functional knowledge of accounting principles;
- A strong record of successful fundraising, with an understanding of what constitutes a comprehensive fund development program;
- The ability to cultivate donor support;
- Skilled in interpersonal and written communication;
- A strategic approach to leading an organization;
- Technologically proficient, with knowledge of contemporary communication strategies.

In addition, qualified candidates will exhibit a drive to achieve results through partnerships and creative collaborations. The successful candidate will view the prospect of leading Leach Botanical Garden to the next level as an exciting opportunity.

Compensation: \$85,000 annually, plus holiday and paid time off, health care, and access to a savings plan. A flexible work schedule can be considered.

Leach Garden Friends is an equal opportunity employer and all qualified candidates are encouraged to apply. We value all relevant lived experiences, and if this position speaks to you, we encourage you to apply, even if you don't believe you meet every one of our described qualifications. Reasonable accommodations may be made to enable individuals to perform essential functions. If you are unsure whether you meet the qualifications of this position or how this would be determined, please feel free to contact us at the email listed below to discuss your application.

How to Apply

Please submit an application packet that includes:

- A cover letter explaining how you have the qualifications, experience and passion to be the next Executive Director of Leach Garden Friends
- A detailed resume that speaks to the qualifications listed above.
- The names, contact information and professional affiliations of four professional references (We will not contact your references until we have cleared it with you.)

Please send your materials to careers@leachgarden.org with 'Leach Garden Friends Executive Director' in the subject line. Please also email this address to request any accommodations you would like made during this search process. We will keep your application confidential and you will receive an acknowledgment email.

Applicants are encouraged to apply early.

Send applications by 5:00 pm on December 12, 2021 (Sunday).

Interviews are scheduled to begin the week of January 3, 2022 with successive rounds of interviews held thereafter. We project a start date in early March, 2022.