

<b>Company</b>	Mobile Botanical Gardens
<b>Employment Type</b>	Full Time, Exempt
<b>Location</b>	Mobile, Alabama
<b>Job Categories</b>	Leadership (Executive Director)

## **Job Announcement**

Executive Director, Mobile Botanical Gardens, Mobile, Alabama

The Mobile Botanical Gardens (MBG) is seeking an experienced and dynamic Executive Director (ED) to lead and oversee all operations of the organization. The Executive Director is responsible for developing and implementing strategic plans to promote the mission and vision of the Mobile Botanical Gardens, as well as managing the day-to-day operations of the organization. The ED reports directly to the volunteer Board of Directors and is the liaison with the City of Mobile and Mobile County.

## **About Us**

Mobile Botanical Gardens is a 501(c)3 non-profit organization working in partnership with the City and County of Mobile, Alabama, to steward, conserve and develop 106 acres of formal gardens, natural woodlands and informal gardens in the heart of urban Mobile. The acreage serves as a living museum and classroom. A 35-acre longleaf pine conservation area managed with a scientifically designed control burn program has been certified an Alabama Treasure Forest. The 3-acre Sawada Winter Garden was designated an International Garden of Excellence by the International Camellia Society. Local growers and plantsmen, recognizing the need and value of creating a refuge for rare and unique specimens, have donated generously to MBG resulting in stunning and extensive collections of Japanese maples and rhododendrons. Through an in-house propagation program and well researched semi-annual plant sales held in its MarketPlace MBG makes available for sale to the public plant varieties native to or especially suited for the Gulf Coast which have become increasingly difficult to find. MBG also operates The Artful Garden gift shop. Educational programs for all ages are offered year-round through classes, lectures, docent led tours and hands on workshops. MBG has served the south Alabama and Gulf Coast region for over 50 years.

See us also at <https://mobilebotanicalgardens.org/> and on Facebook at <https://www.facebook.com/mobilebotanicalgardensmbg/>

## **Duties and Responsibilities**

The Executive Director's job responsibilities include: creating new revenue streams, meeting revenue goals and managing expenses; communicating in a consistent and meaningful way with stakeholders and diverse constituents; continually strengthening the board and staff; maintaining and creating new and relevant programs; and using creative hands-on management skills to develop fundraising events and programs.

The Executive Director serves as the face of MBG and is responsible for administration and oversight including fiscal management, community awareness, fundraising, strategic planning,

operations, board relations, staff management, volunteer relations, communications, the retail plant MarketPlace and the MBG Gift Shop, and overall execution of the mission.

## **Qualifications**

### Education and Experience:

Bachelor's degree from an accredited college or university with major course work in business administration and management, public administration, marketing, or related fields, and five years of increasing experience in management of nonprofit, public arboreta or botanical gardens, including two years of administrative and supervisory responsibility, environmental education programs, natural areas management operations, marketing and general public relations, or an equivalent combination of education and experience.

### Additional Knowledge, Skills & Experience

- Demonstrated experience in fundraising and building relationships with major donors and members; experience in managing direct mail and social media campaigns; grant proposal writing.
- Direct experience in planning and managing fundraising events and programs.
- Demonstrated communications skills and experience in communicating with board members, donors, staff, volunteers, and visitors.
- Ability to convey the organization's mission and motivate a diverse audience through public outreach and special onsite tours.
- Financial management skills including the development and management of budgets.
- Demonstrated leadership skills, sound judgement, management, organizational and decision-making skills, strategic thinker, motivator, collaborative management style and self-directed.
- Proven supervisory skills in recruiting and coaching staff, committees and volunteers.
- Ability to create, implement and manage strategic plans working for a nonprofit board.
- Experience with volunteers: overseeing recruitment, management, motivation and retention.
- Passion for nature, plants, sustainability, conservation, and education

## **Application Instructions**

A complete application package includes a letter of interest, a professional resume, and the names and contact information of two reference individuals who can comment on your role in relevant, similar positions

Position Open October 1, 2024, and open until filled.

Submit complete application package to:

Dr. William E. Barrick

118 Ridgelawn Dr.

Mobile, AL. 36608

OR email to: [webjuly20@gmail.com](mailto:webjuly20@gmail.com)