



Job Opening: Executive Director

POSITION SUMMARY

Mount Pisgah Arboretum is seeking a talented leader to help advance our vision of fostering a strong, equitable, and connected community that is committed to understanding and caring for the natural world. Our next Executive Director will build on more than 50 years of success and bring the Arboretum to the next level. The right candidate will be a skilled communicator with a substantial background in management and community engagement, a passion for nature, and experience in fundraising.

ABOUT MOUNT PISGAH ARBORETUM

At Mount Pisgah Arboretum, we believe that the more people are inspired to learn about and engage with the natural world, the more we will all honor and preserve it for future generations. Established in 1973, our mission is to engage people with nature through interactive learning and stewardship. The Arboretum maintains 209 acres of diverse natural habitats. Our seven miles of family-friendly trails are open free to the public and feature dynamic and interactive exhibits. The Arboretum's nature education programs serve thousands of children and adults. Our events venue hosts dozens of private celebrations as well as our two large annual festivals. The Arboretum's small staff works as a close-knit team to advance our common goals. We enjoy broad support from diverse sources, including more than 2000 members and 500 volunteers.

Mount Pisgah Arboretum is a resource for the whole community, and promoting diversity, equity and inclusion is key to achieving our vision. We seek diverse perspectives throughout the organization, and we do not discriminate on the basis of race, color, religion, gender, sexual orientation, age, marital status, national origin, mental or physical disability, or any other legally protected status. If you think you have the skills we're looking for, we encourage you to apply.

PRIMARY ROLES & RESPONSIBILITIES

Organizational Leadership and Management

Engage key stakeholders, including Board, staff, and community to advance the Arboretum's mission and vision.

- Lead the organization through ongoing development, implementation and monitoring of site and program improvements, along with policies and procedures that translate the mission into action.
- Build partnerships and collaborative relationships to help realize the organization's broader vision, mission and goals.
- Direct a process to develop, implement, and monitor annual organizational goals and budgets.
- Ensure the safety of staff, volunteers, and all who visit the site.

Communications and Public Relations

Serve as spokesperson and ambassador for organization, increasing the Arboretum's visibility and effectiveness.

- Work with staff, volunteers, and board to create and implement an effective outreach plan including social and traditional media to advance the interests and goals of the Arboretum.
- Develop sound relationships with local media, civic organizations, businesses and Arboretum partners to expand public awareness of Arboretum programs and initiatives.

Board Relations and Development

Work in partnership with the board on appropriate issues, policies, and strategic direction to further the Arboretum's mission.

- Work to diversify board membership and develop board skills, communications, and effectiveness.
- Prepare and present regular financial and organizational reports for the board.
- Serve as a communication link between the board and staff.

Human Resources and Staff Supervision

Unite, manage and inspire the diverse team of people who work to carry out the Arboretum's mission.

- Oversee and coordinate Arboretum staff and volunteers.

- Foster a culture that promotes staff development, creativity, risk-taking, open dialogue, mutual respect, collaboration, responsibility, and accountability while providing support and mentoring as needed.
- Perform staff supervisory duties including hiring, performance reviews, responsibility assignment, and discipline, promotion, or pay and benefit adjustment.
- Make recommendations to board for changes in our personnel manual as appropriate.

Financial Management

Ensure all financial activities advance the Arboretum's mission while complying with the highest legal and ethical standards.

- Develop, manage and monitor organizational budgets ensuring that the funding of operations, programs and initiatives reflects organizational goals and priorities.
- Monitor expenditures to ensure the organization manages financial risks.
- Direct a financial reporting system that provides accurate and timely financial information for board decision-making.

Resource Development

Work with the board, staff, volunteers and partners, to deepen and expand relationships with diverse funding sources including foundations, corporate, and individual donors to secure resources to support the Arboretum's work.

Event Management

Collaborate in coordinating the activities of staff, volunteers, and vendors to ensure that large events, such as festivals and annual meeting, are planned and conducted in a smooth and efficient manner.

Required Qualifications and Attributes

- Sincere belief in the mission and future of Mount Pisgah Arboretum
- Passion for connecting community members with the natural world
- Commitment to equity and inclusion in all aspects of the organization
- Proven leadership ability and personnel management experience
- Strong financial literacy and experience with fiscal/budget management
- Strong oral and written communication skills, including public speaking
- Solid computer skills including database and Office suite, and ability to learn new programs
- Initiative to recognize and take advantage of opportunities
- Strong organizational and problem-solving skills and experience tracking multiple deadlines
- Demonstrated ability to work well as a member of a team with efficiency, flexibility, and good humor

Desired Qualifications

- Conversational fluency in Spanish is highly desired
- Past experience working or volunteering for a nonprofit
- Experience in developing boards, resources, and programs for a nonprofit organization, either through direct experience or through board/volunteer experience
- Experience in organizing and putting on large events
- Familiarity with local ecology and with the local non-profit community
- Fundraising experience

This position is 40 hours a week with benefits. Starting salary range is \$80,000 to \$90,000 per year. Benefits include: employer-paid health insurance after 90 days; a SIMPLE IRA retirement plan with a 3% employer contribution after one year; paid vacation and sick leave, as well as nine paid holidays per year; funds available for training and professional development; one of the most beautiful work settings you can find; and a strong and supportive team of co-workers embraced by a strong, supportive community. To apply please email a resume and a cover letter that speaks to your applicable experience and your commitment to the Arboretum's values including diversity, equity, inclusion, and justice to jobs@mountpisgaharboretum.org with the word Executive in the subject line by midnight on March 15, 2024.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Principals only. Recruiters, please don't contact this job poster. Please, no phone calls about this job.