

EXECUTIVE DIRECTOR
Rotary Botanical Gardens

Job Posting

Rotary Botanical Gardens is a 20-acre non-profit botanic garden, home to many dramatic and themed gardens. On-site is also a visitor center, gift shop and a beautiful facility that is utilized for wedding receptions, reunions, meetings and educational events.

Reports to: Executive Committee

Purpose: Serves as the chief executive officer of Rotary Botanical Gardens; manages the day-to-day operations of the organization; responsible for oversight of major fund raising; responsible for interpretation and execution of all policies made by the board of directors; supervises the hiring, termination and evaluation of all staff; represents The Gardens to the community.

Duties and Responsibilities:

Board Relations

- With input from the chair of the board, prepares the agenda for executive committee and board meetings; insures distribution of board materials in advance of all meetings
- Attends and participates in discussion at all executive committee and board meetings
- Works with the board of directors in the development and maintenance of strategic directions for the organization
- Initiates and directs the development of policies for board approval

General Administration

- Supervises staff hiring, termination and evaluation
- Directs administrative staff in their assignments and duties
- Works with director of horticulture on non horticultural matters
- Promotes a strong volunteer base for The Gardens
- Maintains active involvement in fund raising to generate support for The Gardens
- On a regular basis, meets with key corporate managers and community leaders to encourage major support of The Gardens
- Oversees that the facilities and equipment are properly maintained

Financial Management

- Insures preparation of the annual budget for submission to the executive committee and board for approval
- Monitors all expenses to insure expenditures are within the current budget
- Oversees the financial stability and activities; insures regular reporting of the financial status to the board of directors

Community

- Represents Rotary Botanical Gardens in all dealings with individuals, key donors, the media and the community
- Sustains a solid working relationship with the City of Janesville
- Maintains a presence in the community through involvement in local service organizations and community events
- Promotes a “year-round” presence of The Gardens in the community and region

Qualifications:

- Hired by the board of directors on the recommendation of the executive committee or search committee
- Bachelor degree or equivalent in experience
- Strong skills in management of personnel and team building
- Working familiarity of accounting policies and procedures
- Well organized with ability to oversee and coordinate multiple activities
- Strong working knowledge of Microsoft Word, Excel and PowerPoint
- Exceptional communications, interpersonal and supervisory skills

Full-time, salaried-position; weekend hours and a flexible schedule is required.
Compensation is commensurate with experience.

Submit a cover letter and resume showing your related experience at the Rotary Botanical Gardens
Visitors' Center from 8:30 am – 4:30 pm, Monday-Friday,
or by email to Mary Willmer-Sheedy, Board Chair, at mary.willmer@micorp.com.

Interested candidates should apply by January 20, 2012.

Rotary Botanical Gardens, 1455 Palmer Dr., Janesville, WI 53545

Learn more about Rotary Botanical Gardens at www.rotarybotanicalgardens.org