



EXECUTIVE DIRECTOR Rotary Botanical Gardens

Job Posting

Rotary Botanical Gardens is a 20-acre not-for-profit botanic garden, home of many dramatic and themed gardens. On-site is a visitor center, gift shop, and beautiful facility that is utilized for wedding receptions, reunions, meetings, and educational events.

Reports to: Executive Committee

Position Overview:

Join our team as the Executive Director of Rotary Botanical Gardens, where you will play a pivotal role in shaping the vision and impact of one of the region's most beloved botanical destinations. As a dynamic leader, you will oversee all aspects of operations, from strategic planning and financial management to program development and community engagement. With a focus on fostering a culture of excellence and collaboration, you will lead a dedicated team in delivering exceptional horticultural displays, educational experiences, and conservation initiatives that inspire and enrich our diverse audience. This is an exciting opportunity to make a meaningful difference in the world of botanical arts and environmental stewardship.

Essential Duties and Responsibilities:

The job description is not designed to contain a comprehensive summary of all duties and responsibilities that are required for an employee in this role. Duties and responsibilities may change.

Operations

- Oversees staff hiring, development, evaluation, and termination to meet organizational expectations
- Promotes a strong volunteer base for the Gardens
- Maintains active involvement in fundraising to generate support and ensure annual goals are met for the Gardens
- Meets with corporate partners and business leaders to encourage event sponsorship and/or support of the Gardens consistently and regularly
- Oversees all aspects of the facilities and to ensure equipment is properly maintained and safety prioritized
- Responsible for overseeing and managing the company's insurance policies and employee benefits programs

Public Relations and Membership

- Positively represents Rotary Botanical Gardens in interactions with key stakeholders, donors, the media, and the community
- Lead and develop key events for the organization
- Sustains a solid working relationship with the City of Janesville
- Maintains a presence in the community through involvement and monthly meeting attendance to local service organizations and special events
- Promotes a "year-round" presence of the Gardens in the community and region

Financial Management

- Ensures and helps prepare the annual budget for submission to the executive committee and board for approval
- Monitors all expenses to ensure expenditures are within the current budget
- Oversees the financial stability and activities; ensures regular reporting of the financial status to the board of directors
- Oversees and manages payroll duties and staff schedules

Board Relations

- With input from the Chair of the board, prepares the agenda for executive committee and board meetings; ensures distribution of board materials in advance of all meetings
- Attends and participates in discussions 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

Qualifications:

- Minimum three (3) years demonstrated leadership experience, preferable in a botanical setting, non-profit organization, or related field
- Experience in providing strategic direction, team leadership, community outreach, and board engagement or commensurate experience required
- Bachelor's degree preferred
- Proven leadership, personnel management, and team building skills
- Exceptional communication, interpersonal, and presentation skills
- Working familiarity of accounting policies and procedures
- Minimum two (2) years of Fundraising & Grant Writing experience preferred
- Strong ability to prioritize, oversee, and coordinate multiple activities
- Related experience in working in a variety of environments and/or leading volunteers
- Strong working knowledge of QuickBooks and Donor Perfect preferred
- Weekend hours and a flexible schedule is required

Physical Demands:

- Ability to walk is greater than 2/3 of the time
- Ability to sit is less than 1/3 of the time
- Ability to work in a variety of weather conditions including indoor and outdoor work
- Ability to lift more than 50 pounds less than 1/3 of the time
- Ability to kneel or crawl less than 1/3 of the time
- Ability to use close and distant vision over 2/3 of the time
- Ability to talk and hear is greater than 2/3 of the time

To Apply:

Send a cover letter and resume to:

resume@rotarygardens.org