



## EXECUTIVE DIRECTOR HIRING ANNOUNCEMENT

The Arboretum Foundation is hiring a new Executive Director. The Board of Directors is seeking an Executive Director who can lead the organization to an even higher level of success in fundraising, public support, advocacy, and organizational operations. The Executive Director serves as the face of the Foundation to the community and influences the strategic direction of the Foundation consistent with the Board of Directors' vision. The Board and staff would like the successful candidate to begin working immediately after Labor Day 2019. The application process will be open until a qualified candidate is hired; however, the initial deadline is June 10<sup>th</sup> when members of the Selection Panel, including representatives of the Board and staff, begin to review applications.

### ABOUT THE ARBORETUM FOUNDATION

The Arboretum Foundation, a non-profit membership organization, has provided stewardship for Washington Park Arboretum since 1935. The Foundation raises funds, advocates, and manages volunteers for the Arboretum, including for the Seattle Japanese Garden. Fundraising events and programs include the annual Opening Night Party at the Northwest Flower and Garden Festival, the Spring Plant Sale, the Arboretum Shop, a variety of events and programs at the Seattle Japanese Garden, and a volunteer-managed greenhouse. Learn more at [www.arboretumfoundation.org](http://www.arboretumfoundation.org).

### MISSION AND VISION

#### **Mission:**

The Arboretum Foundation promotes, protects and enhances the Washington Park Arboretum for current and future generations by strengthening and building a diverse and engaged community of donors, volunteers, and advocates.

#### **Vision:**

The Arboretum is a highly treasured, widely used community asset and a horticultural, environmental, recreational, and cultural resource for the region.

## **REPORTING RELATIONSHIPS**

The Board of Directors is the key policy making body, and the staff implements the policies through innovative programs, services, and events. The Executive Director reports directly to the Board. All other staff members are hired by and report directly or indirectly to the Executive Director.

The Arboretum Foundation works closely with its partners, the City of Seattle Parks and Recreation Department, which owns the land and conducts some maintenance, and the University of Washington Botanic Gardens (UWBG), which owns and manages the collection. Together the three partners implement the Arboretum Master Plan.

The Foundation also recruits, trains, and manages hundreds of volunteers, manages a multi-level membership program, and solicits donations from a wide network of Arboretum supporters through memberships, annual giving, events and programs, targeted contributions, and planned giving. The Foundation also works in partnership with Seattle Parks and Recreation to manage the programming and other aspects of the Seattle Japanese Garden.

## **BOARD AND STAFF SEEK EXECUTIVE DIRECTOR WITH FOUR ESSENTIAL QUALIFICATIONS**

As the 2019 fiscal year draws to a close on June 30th, the Arboretum Foundation is in a strong position. The Foundation has a creative, savvy, and energetic staff and a thoughtful, visionary, and dedicated Board. Our relationships with our two key partners are cooperative and collaborative, as evidenced by the openings of the Arboretum Loop Trail last year and the Centennial Garden in 2017, and the progress we are making together to implement the Arboretum Master Plan. Operations, policies, and procedures are being modernized and stabilized, and fundraising is healthy. The Foundation is fortunate to have stalwart supporters in a large cadre of volunteers. Recent fundraising and friend-raising events have been creative, fun, and engaging, helping us to solidify relationships with long-time donors, sponsors, and vendors, and to attract new ones.

The challenges and opportunities of the future mean that we cannot take anything for granted or rest on our laurels. We must keep moving forward to ensure that the Arboretum and Japanese Garden remain relevant, inspiring, and attractive to a region whose population and employment are booming and diversifying. The Foundation must meet the challenges and take advantage of the opportunities that growth and change present.

Therefore, the Board and staff have agreed that the Executive Director must demonstrate experience in these four essential qualifications:

### **1. Ability to Manage Complex Relationships and Build Consensus**

The Arboretum Foundation is one of three partners who work together to manage, develop, and support the Washington Park Arboretum. The ability to collaborate effectively with our partners on day-to-day activities and long-term priorities is a key factor to success in this role. The Executive Director must strike a balance between advocacy of the particular needs and desires of the Foundation with a willingness to work with our partners in an open, respectful, and collaborative manner.

The Executive Director will also have to demonstrate these abilities when working with neighbors, City and State officials, local Tribes, the general public, the Board and staff, and others. Because the Arboretum Foundation has a longstanding history as a volunteer run organization and today depends on the contributions of many volunteers, the Executive Director must welcome, respect, and nurture the involvement of volunteers.

Recently the Arboretum Foundation has assumed greater responsibility for the management and operations of the Seattle Japanese Garden, which is located in the Arboretum. The Executive Director must demonstrate the skill, energy, and creativity to develop and/or implement initiatives that fulfill the terms of the Memorandum of Understanding (MOU) between the Foundation and City of Seattle Parks and Recreation Department and, in essence, oversee a growing cultural attraction.

## **2. Ability to Increase Fundraising**

While our role as an organization is broad and varied, our most important responsibility is to provide financial support to the Arboretum. Our annual and our long-term fundraising are the primary sources of our support for capital projects, education programming, and maintenance of the collections. During the next few years, a potential significant undertaking is the funding of an Environmental Education Center by the Foundation, the University of Washington Botanic Gardens, and the City of Seattle's Parks and Recreation Department.

As our mission widens to serve an ever-increasing urban population and the age of our donor base increases, the ability to find new ways to support both growth and maintenance of the Arboretum will be of special importance. The Executive Director must work creatively and effectively with the Development Director to not only maintain, but also significantly increase fundraising through events, direct appeals, capital campaigns, grant writing, sponsorship, major gifts, and planned giving.

## **3. Ability to Provide Effective Staff Leadership**

A primary responsibility of the Executive Director is to effectively lead and manage the staff. This requires long-term strategic thinking and planning, daily tactical decision-making, priority setting, and resource deployment. As a small organization with limited resources and many responsibilities, the Foundation relies heavily on its staff to help implement its vision and goals. A successful Executive Director will provide steady, responsive, and engaged staff leadership. Ensuring that we have the right people in the right jobs, that they have the organizational support they need, and that they continue to be inspired to act as passionate advocates for our mission will be crucial to our continuing success. This will include coaching and mentoring staff to help them grow professionally, and holding them accountable for meeting goals.

Because the Foundation is a small organization, it operates more like a small business, one without functional "silos." Everyone multi-tasks and pitches in wherever needed. The Executive Director sets the tone for this collaborative culture.

#### **4. Ability to Effectively Manage and Adapt to Change**

During its long history, The Arboretum Foundation has experienced periods of steady progress punctuated by times of great change. With leadership transitions at both of our partner organizations, a growing user population, and our expanded role in the Seattle Japanese Garden, it is clear that we are experiencing one of these periods of change. The Foundation is also embarking on discussions with the University and City to examine how to make the governance of the Arboretum more efficient and responsive to 21<sup>st</sup> Century needs, concerns, and interests. The Executive Director will play a leading role in this strategic process.

Given the possibilities that are or could be on the horizon, a successful Executive Director must embrace change as an opportunity to help the Arboretum Foundation further its mission and possess the leadership and organizational development skills necessary to navigate future challenges. A nimble approach to problem-solving on a daily basis, combined with a creative, open attitude toward working with the Board and staff, the Foundation's partners, and other stakeholders on strategic plans for the future, will ensure our ability to thrive in a changing environment.

### **THE EXECUTIVE DIRECTOR'S PRIMARY RESPONSIBILITIES AND DESIRED QUALIFICATIONS**

#### **Primary Responsibilities:**

- Work with the Board and staff to ensure that strategic goals are identified, operational needs are being met, budget is maintained, and the Foundation is fulfilling its mission.
- Lead all aspects of the day-to-day operations of the Foundation, including supervising (directly or indirectly) the Foundation's staff of approximately twelve employees.
- Work closely with our partners at the University of Washington and Seattle Parks and Recreation to develop a 21<sup>st</sup> Century vision for the Arboretum, and on the day-to-day operational matters and major projects that advance that vision.
- Foster and maintain key relationships with major donors.
- Oversee designated portions of operations of the Seattle Japanese Garden.
- Promote the inclusivity of visitors, volunteers, Board members, and staff.
- Keep the Board apprised of relevant matters, including the Foundation's financial and administrative health, through periodic updates and attendance at monthly Executive Committee and Board meetings.
- Coordinate and provide support to the Board and Committees.
- Maintain the Foundation's compliance with applicable federal, state and local regulations.
- Address ad hoc projects and challenges as they may arise.

#### **Desired Qualifications:**

- Nonprofit executive experience.
- Knowledge of successful nonprofit fundraising approaches, including grant applications, corporate sponsorships, major gifts, and capital campaigns.
- Strong ability to work collaboratively with partners (experience working with Seattle Parks and Recreation and/or the University of Washington would be a plus).
- Demonstrated leadership skills and experience managing a team.
- Experience working with volunteers.

- Champion of diverse cultures.
- Operational expertise relevant to the Seattle Japanese Garden, a growing cultural attraction.
- Strong communication skills, including persuasive writing and public speaking.
- Knowledge of nonprofit fiscal management, including the ability to understand financial data.
- Ability to manage a budget.
- Ability to successfully manage complex projects.
- Passion for horticulture and/or public spaces.

## COMPENSATION

The salary range for this position is in the area of \$140,000 and includes a competitive package of benefits.

## APPLICATION PROCESS

To apply for the position, please submit a current resume and a letter of interest that specifically addresses your experience in and commitment to the four essential qualifications listed in this announcement. Please submit these materials to Mr. Gary Wortzel of the Arboretum Foundation at [gwortzel@arboretumfoundation.org](mailto:gwortzel@arboretumfoundation.org).

***To be considered in the initial round of application review, all materials must be received by 5 p.m. PDT on Monday, June 10<sup>th</sup>, 2019.***

The privacy of applicants will be respected and preserved until the last phase of the hiring process. For example, the finalists' references will **only** be checked with their knowledge **and permission**.

Questions about the application process and this announcement may be directed to Mr. Jim Reid, a member of the Board of Directors, at (206) 225.4109 or to [jfalconerreid@comcast.net](mailto:jfalconerreid@comcast.net).

## HIRING SCHEDULE

The Arboretum Foundation's Board and staff would like the successful candidate to begin working immediately after Labor Day 2019 (early September). The application process will be open until a qualified candidate is hired. However, the screening of applications will commence on June 10<sup>th</sup> when the members of the Selection Panel, including representatives of the Board and staff, begin to review them.

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| ▪ Application Period Opens                              | May 3                   |
| ▪ Initial Screening of Applications Begins              | June 10                 |
| ▪ Search Panel Interviews Semi-Finalists                | June 20, 21, and/or 24  |
| ▪ Staff and Board Interview the Finalists               | July 1-10               |
| ▪ Key Partners and Stakeholders Interview the Finalists | July 12-17              |
| ▪ Board Announces the New Executive Director            | Late July               |
| ▪ Executive Director Begins Working at the Foundation   | First week of September |

## **NO DISCRIMINATION IN HIRING**

All qualified applicants will receive consideration for employment without regard to creed, age, race, color, religion, sex, sexual orientation, national origin, marital status, the presence of any sensory, mental or physical handicap, honorably discharged veteran or military status or the use of a trained dog guide or service animal by a person with a disability unless such limitations would preclude the performance of the role and no less discriminatory alternatives are available.