

December 1, 2024

Executive Director Search

Job Posting:

The Board of Directors of the Santa Fe Botanical Garden (SFBG - Garden) seeks an Executive Director (ED) to lead the next phase of the Garden's development. After three years as ED, Dr. David A. Young will be stepping down and returning to Garden's Board of Directors.

The ED reports to the Board through the Chair of the Board and is responsible for providing leadership and direction to achieve the Garden's mission and vision to become a nationally recognized botanical garden with a strong science and conservation focus. The ED leads all fundraising activities of the Garden, including capital campaigns, leadership gifts, special fundraising events, sponsorships, membership development, as well as marketing and communication. The ED supervises the senior staff and encourages a culture of collaboration and teamwork that promotes responsibility and accountability. The ED, in partnership with the senior staff, is responsible for the management of all aspects of the Garden, including budgeting, strategic planning, operations, horticulture, visitor services, education and interpretation, and develops strategies to maintain and grow the Garden's programs and profile while increasing audience participation and financial support for the Garden. The ED is the primary face of the Garden with respect to donors, community partners, the State Department of Cultural Affairs, the City of Santa Fe, and the general public.

Key Traits - Characteristics:

- An entrepreneurial spirit: understands and enjoys *institution* building.
- Creative - Innovative.
- Passionate about the Garden's mission.
- Action-oriented.
- Adaptable - comfortable with and embraces change.
- Finance – budget savvy.
- Comfortable delegating authority – yet accepting responsibility.
- Customer service - people focus.

Required Qualifications:

- Bachelor's degree or equivalent in a relevant field – advanced degree preferred.
- 10 years of progressive leadership experience at a botanical garden, museum, or similar non-profit organization.
- Proven success in fundraising – capital campaign experience desirable.

- Demonstrated success in fiscal management, operations, and leadership at a young, dynamic organization like the SFBG.
- Demonstrated supervisory experience.
- Excellent interpersonal, written, and presentation skills.

About the SFBG:

The Santa Fe Botanical Garden is a public, non-profit Garden located on approximately 19 acres of land on Museum Hill that is leased from the State of New Mexico (Department of Cultural Affairs) and the City of Santa Fe. The Garden opened to the public in July of 2013. The Garden’s mission “celebrates, cultivates, and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, science, conservation, community service, presentation of the arts, and the sustainable management of our public garden.”

The Garden is currently involved in developing, implementing and fundraising for a new “Children’s Discovery Garden.”

Additional Information: The Garden offers a compensation package that includes a salary range starting at \$110,000, health insurance reimbursement through a QSEHRA, a contribution of 3% of annual salary to a Fidelity Simple IRA, paid sick leave, PTO and holiday time, and other benefits. Relocation support will be provided.

How to Apply:

Submit cover letter, resume, and a summary of major demonstrable accomplishments relevant to the ED position at the SFBG. Please submit materials electronically at hr@santafebotanicalgarden.org and include position title “Executive Director” in the email subject line.

Review of applications will begin immediately and continue until the position is filled.

Starting Date no later than **July 1, 2025**.

For further information about the position, please contact Dr. David A. Young, Executive Director, Santa Fe Botanical Garden at davidyoung@santafebotanicalgarden.org