



Vacancy Announcement
Executive Director, The Arboretum at Flagstaff
Flagstaff, Arizona

The Arboretum at Flagstaff seeks a visionary Executive Director to successfully lead and manage the organization according to the strategic direction developed in conjunction with the Board of Directors. The Executive Director will have direct oversight and responsibility for The Arboretum's administrative and programmatic functions, including oversight of senior staff members. The ideal candidate would have relevant non-profit experience and skillsets, including fundraising, building and managing donor networks, community outreach, team building, and business management.

Our 200-acre arboretum was founded in 1981 as a private nonprofit organization under the official name "The Transition Zone Horticultural Institute." Once the home of founder and philanthropist Frances McAllister, today The Arboretum houses horticultural collections and rare plant specimens nestled among historic buildings surrounded by a natural setting of ponderosa pine forest and meadow. While the primary focus began as research on plants and plant communities of the Colorado Plateau The Arboretum has also become known as a popular attraction for visitors who want to learn more about the native plants and animals of northern Arizona. Listed as one of the top 10 places to visit in northern Arizona, The Arboretum is a wonderful venue for a wide variety of events and educational programs. More information on The Arboretum can be found at <https://thearb.org/>.

The Arboretum is located minutes outside of the city limits. Our gardens frame one of the loveliest views of the San Francisco Peaks anywhere in the area. Many have visited or seen a live performance here. Dozens of couples have been married in our gardens. Hundreds of children have enjoyed our summer camps. Donated benches are throughout our gardens with commemorative plaques for loved ones.

We have been fortunate to be part of our community for the past 40 years, through all the inescapable ups and downs of a nonprofit organization. We are looking for an Executive Director who appreciates Flagstaff and will boldly and confidently lead us into a sustainable future.

Major Responsibilities

The Executive Director is responsible for the direction of all facets of The Arboretum at Flagstaff's operations, including:

- Collaborating with the Board on the development of the vision, mission, and future direction of The Arboretum
- Implementing the short-term and long-range strategic plan and site development goals
- Managing the day-to-day activities of The Arboretum including the supervision and performance reviews of staff, program implementation, and serving as the institution's principal spokesperson
- Ensuring the financial integrity of The Arboretum through the development of operating and capital budgets for approval by the Board, monitoring of income and expenses against budgets, and oversight of The Arboretum's fund-raising activities
- Upholding the quality and integrity of The Arboretum's mission-guided programming
- Conducting programs that are consistent with "best practices" of the profession
- Representing The Arboretum to external audiences and at on-site events, serving as the institution's principal spokesperson
- Performing other duties as assigned and/or as needed to keep The Arboretum running efficiently

Required Qualifications

- A Bachelor's degree preferably in nonprofit management and/or natural science such as horticulture or botany
- At least five years of personnel management experience
- Experience in coaching and mentoring staff
- Experience developing budgets and managing organizational finances
- Experience seeking grant opportunities, preparing grant proposals, and managing grants
- Experience with other forms of fundraising
- Excellent oral and written communication skills

Preferred Qualifications

- An advanced degree or certification in nonprofit management and/or natural science such as horticulture or botany
- Past experience as a nonprofit executive director or senior manager
- Experience developing and managing successful volunteer programs
- Familiarity with Flagstaff and/or Northern Arizona
- Knowledge of Colorado Plateau plants and general ecology
- Experience using QuickBooks and Network for Good
- Experience working with nonprofit organization boards

Flagstaff

The Arboretum at Flagstaff is located at 7,000 feet in the mountains of Northern Arizona, surrounded by the largest contiguous Ponderosa pine forest in the world. We are proud to be a destination for travelers worldwide who visit for our cool climate and close proximity to Grand Canyon National Park. Our city has a population of some 70,000, but it feels smaller owing to the large transient student population at Northern Arizona University. We partner closely with the City of Flagstaff. Read much more about our community at our official tourism website <https://flagstaffarizona.org/>

Compensation

Starting salary will be a minimum of \$70,000 and may increase depending on qualifications. Benefits include paid time off, holidays and reduced hours during the off-season in the winter months. Other compensation and benefits will be subject to the review and approval of the Board of Directors.

Application Instructions

To apply, send a resume, cover letter and a minimum of three references (with email and phone contact information) to: ArbExecutiveDirector2022@gmail.com. Applications will be reviewed beginning on October 11, 2021.

Equal Employment Opportunity

The Arboretum at Flagstaff is an Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Further Information:

Should you have any questions related to this position, please email ArbExecutiveDirector2022@gmail.com or contact Erin Creekmur, Board President, 928-890-9544.