



**Position Title:** Program Director

**Position Reports to:** Executive Director

**Department:** Education

**Exempt/Non-Exempt:** Exempt, 32-40 hours per week (to be determined based on employee needs)

**Direct Reports:** The Program Director will act as team lead in planning and oversight of all garden programs and will be a member of the Leadership Team.

**Compensation:** \$55,000-65,000/yr FTE, pro-rated accordingly if employee works reduced schedule

**Paid time off:** Accrued vacation and sick time, as well as 3 paid personal days and 12 paid holidays annually

**Benefits:** 75% employer/25% employee paid Kaiser medical, Guardian dental, and vision, with optional spousal coverage; 401k with 3% employer contribution. This is a hybrid role, however regular attendance on-site will be necessary to deliver or oversee educational programs, events, tours, etc. Our team embraces flex time and has the opportunity to take a seasonal work reduction when desired and possible.

## About the Organization

Located on a secluded, lush 17-acre property in SE Portland's underserved Lents community, Leach Botanical Garden is a unique urban oasis. The Garden's mission is to maintain and enhance living collections of plants for the purposes of education, research, and conservation. In addition to providing general garden access, Leach Botanical Garden produces a broad array of educational and cultural events and programs aimed at serving families and people of all ages and backgrounds. The Garden is an environmental oasis for humans, animals, plants, and the entire ecosystem, providing critical tree canopy and access to nature for the mental and physical health of our neighbors and community. Our 'Back 5' project is a collaborative partnership in habitat restoration and native planting with a focus on underserved youth and BIPOC communities.

Leach Botanical Garden is operated by the non-profit Leach Garden Friends in partnership with Portland Parks & Recreation.

## About the role

The Program Director is a new role that will lead development and oversight of all aspects of public-facing garden programs (educational programming, restoration/environmental programs, community events, tours, partnerships, and arts/cultural programs) in collaboration with other team members and in close consultation with the Executive Director and Horticulture Director.

Leach Botanical Garden has many established programs, among them the [Back 5 Project](#), seasonal events, educational programs, and a summer lecture series. Over the last few years the garden has been transformed through the completion of a multi-million dollar Upper Garden renovation project, the implementation of a Visitor Services department/admissions program, and the post-pandemic expansion of our public-facing programming.

The organization has recently entered into a year-long strategic planning process focusing on the development of the grounds and facilities as well as the garden's programming. The Program Director position emerges out of this transitional time, both to manage our existing education program, and to lead our team in evaluating, envisioning, designing, and implementing a balanced program of revenue-generating events along with the educational, cultural, and horticultural experiences that will make Leach Botanical Garden an even more unique and compelling destination for locals and visitors alike.

### **About the Right Candidate**

Leach Botanical Garden is seeking a candidate with experience in education and community programming. The prime candidate will be excited to collaborate with and join the entire team on the delivery of our full slate of existing 2023 programs.

Beginning in Fall 2023 the Program Director will lead the evaluation of existing programs and the collaborative and thoughtful design of the 2024 season in coordination with other staff and in communication with the Executive Director and the Program Committee of the Board of Directors.

Over time, the Program Director will have the opportunity to design and hire one or more additional roles that will aid in the delivery of educational and other programming.

The right candidate will be open to the flexibility required of a role that must by necessity evolve over the coming 1-2 years and will be excited to learn about and participate in every public-facing aspect of the garden's operations in order to best be able to shape future activities at the garden. Their ultimate goal will be to work with the Executive Director and team to establish the right balance of all activities taking place at the garden, between public events, education, community outreach, rentals, and more, to ensure that we are best utilizing the garden to support our operations, to serve our community and visitors, and to build the reputation of Leach Botanical Garden as a distinctive, vibrant, and relevant destination for enthusiasts of gardens, nature, and cultural and educational experiences.

### **About Our Team**

Leach Botanical Garden staff take joy in sharing this unique and beautiful garden with our community and visitors and are excited to offer meaningful programming that improves life in our neighborhood, our city, and our world. We work hard and have fun doing it, but we are committed to being a workplace that is relaxed, friendly, respectful, and dedicated to nurturing its employees and maintaining a great work life balance. Our staff and board have affirmed a commitment to equity, diversity, inclusion, and access, and continue to pursue concrete steps to better embody that commitment in both our organizational and programmatic practices.

## **Responsibilities**

To begin, the Program Director will learn and manage the roles and responsibilities formerly carried out by the Education Manager, including:

- Managing existing education programs and partnerships, including forest bathing walks, lecture series, classes, Connecting Canopies, and Back 5
- Coordinating activities in the Back 5 property in collaboration with Back 5 partners and with other team members as necessary
- Processing tour requests and leading tours or coordinating with appropriate staff to provide tours
- Maintaining communication and outreach with neighborhood and community partners

Over time the Program Director may assign some of these responsibilities to existing or newly hired staff, as they expand their focus to:

- Lead the team in evaluating, designing, planning and implementing a balanced garden program for 2024 and beyond
- Directly supervise or indirectly lead multiple members of the education and events departments
- Work with the Executive Director, Leadership Team, and the Program Committee of the Board of Directors to strategize about future garden programs and operations
- Research and develop new programs or program partnerships to better achieve the organization's mission and revenue needs
- Focus on establishing the right balance for the usage and activation of various garden spaces and facilities, ensuring both that the optimal garden experience is maintained for all garden visitors and that the balance of garden activities best supports both mission and operational needs
- Work with the Operations Manager and other staff to optimize marketing and communications for events and programs

## **Skills, Knowledge and Abilities**

The Program Director should have at least 5 years of progressive experience managing and delivering educational, horticultural, or cultural programs, including both direct delivery of programming and coordination and management of others to do so. Demonstrable skills should include:

- A passion for the creation and delivery of high quality, mission-driven programs
- Experience managing and/or developing programs designed to empower and serve BIPOC communities and collaborating with BIPOC-led organizations to create and deliver programs, as well as experience providing culturally competent support and leadership in such programs
- Team leadership and staff management experience
- Experience developing and working with budgets and a willingness to balance program delivery and revenue generation to the benefit of all garden operations and programs
- Willingness to seek grant and other funding to support programs (grant writing experience a strong plus)
- Ability to bring creativity and flexibility to problem solving

- Strong organizational skills, with excellent attention to detail
- Ability to prioritize and juggle multiple projects in a fluid working environment
- Proficiency in Microsoft Office, G Suite, and the ability to learn a database
- Excellent communication and interpersonal skills when interacting with staff, visitors, Board, donors, partners, and volunteers
- Desire to be a part of a team and ability to work cooperatively
- A commitment to equity, diversity, inclusion and access and a willingness to collaborate as a leader to support and prioritize these values both in organizational structure and program development and delivery
- Ability to work various hours, including evenings, weekends and holidays. Regularly working weekend and evening hours will be necessary for the Program Director, particularly from April through September.
- Flexibility, integrity, and the highest standards of professionalism and confidentiality

### **Desirable Experience and Qualifications**

While not required, any of the below qualifications could enhance a candidate's ability to fill this role:

- Experience designing and delivering programming in a public park or garden setting
- Professional experience or training in any of the following subject areas
  - Education
  - Horticulture
  - Science/ecology/sustainability/restoration
  - Event production and curation
  - Cultural and arts programming
- Delivering educational or other programming to young adults, teens, and/or children
- Development and delivery of virtual educational or informational programming
- Experience with marketing strategy, content creation, and marketing management

### **Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the clerical duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. During program delivery the employee may be required to spend hours on their feet and may occasionally need to lift and move heavy objects.. The employee's work will sometimes require them to be outdoors in both hot and cold weather. The noise level in the work environment is usually moderate.

### **Note to Candidates**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. Leach Garden Friends is committed to building a diverse and inclusive organization. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

Leach Garden Friends is committed to achieving a diverse workforce through application of its equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

### **How to Apply**

Email resume and cover letter to [careers@leachgarden.org](mailto:careers@leachgarden.org) with the words "Program Director" and your last name and first initial in the subject line. Resume and cover letter combined in a single PDF document is appreciated! Interviews could begin as early as the week of May 8, so prompt application is encouraged. Applications will continue to be accepted until the position is filled. Start date is flexible, with a target of the first half of June.