



EXECUTIVE DIRECTOR
Quad City Botanical Center
Job Posting

REPORTS TO

Quad City Botanical Center Board

POSITION OVERVIEW

Serves as the chief executive of the Quad City Botanical Center; manages the day-to-day operations; responsible for the overall operations of the Botanical Center and grounds; applies for various grants and provides oversight of major fund raising; responsible for implementation of all policies approved by the board of directors; supervises the hiring, termination and evaluation of approximately five full-time staff, two part-time staff and four intern/seasonal part-time staff; oversees a primary volunteer team of approximately 10; administers the annual operating budget of \$800,000-\$1,200,000 depending upon development projects, and represents the Botanical Center to the community.

DUTIES AND RESPONSIBILITIES

Collections and Facilities

Oversees the collection, facilities, and programs provided by the staff.
Evaluates the condition of the facilities and plans for needed upgrades and repairs.
Identifies guest attractors and implements those with staff to encourage attendance and membership.
Ensures the health and care of the various display gardens.
Updates development plans for the facility and directs their implementation.
Ensures the collections are attractors and encourages public visitation.

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 discussion 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.

Administration

Administers staff hiring, termination and evaluation.
Develops and maintains, with input from staff, a job description for each staff position.
Directs administrative staff in their assignments and duties.
Promotes a strong volunteer base for the gardens.
Maintains active involvement in fundraising to generate support for the gardens.
On a regular basis, meets with corporate partners and business leaders to encourage event sponsorship and/or support of the gardens.
Oversees proper maintenance of facilities and equipment.

Public Relations

Represents the Quad City Botanical Center with key stakeholders, donors, media and the community and is the chief fundraiser of the organization.

Sustains a solid working relationship with the City of Rock Island and the Quad City Cultural Trust.

Maintains a presence in the community through involvement and meeting attendance to local service organizations, cultural attractors and special events.

Promotes a year-round presence of the gardens in the community and region.

Oversees the marketing of the collection and services provided by the Botanical Center.

Develops events and programs that generate revenue for the operation of the Botanical Center.

Grant Administration

Seeks and applies for grants, local and beyond, for operations and facility infrastructure funding.

Works closely with the Quad City Cultural Trust to support Botanical Center operations.

Administers grant funds and meets reporting requirements.

Cultivates relationships with grant foundations and donors.

Financial Management

Ensures and helps prepare the annual budget for submission to the executive committee and board for approval.

Monitors all expenses to insure expenditures are within the current budget.

Oversees the financial stability and activities; ensures regular reporting of the financial status to the board of directors.

QUALIFICATIONS

Bachelor's degree in horticulture, museum management or related fields, or commensurate work experience

Strong leadership skills, personnel management and team building

Experience in revenue generation for profit and/or nonprofit facilities

Exceptional communication, interpersonal and presentation skills

Fundraising and grant writing experience

Working familiarity of accounting policies and procedures

Well organized with ability to prioritize, oversee and coordinate multiple activities

Related experience in working with diverse populations and/or volunteers

Strong working knowledge of Microsoft Office suite

BENEFITS

Full-time salaried position; weekend hours and a flexible schedule is required

Compensation is commensurate with experience

Starting salary range \$55,000-\$70,000

Medical insurance of 50%

Retirement match of 3%

\$25,000 in life insurance

40 hours sick leave each year plus 80 hours vacation each year

Submit a cover letter, resume and response to the question below by February 1, 2021 to qcbotanical@gmail.com

**What do you believe are the three primary reasons people come to the Botanical Center?
(150 words or less)**

The Quad Cities of Illinois and Iowa

With five major cities making up the metro, Bettendorf and Davenport in Iowa, East Moline, Moline and Rock Island in Illinois make the Quad Cities truly a unique destination of its own. The region is a six-county, bi-state area comprised of Clinton, Muscatine and Scott Counties in Iowa and Henry, Mercer and Rock Island Counties in Illinois. The region lies within a 300-mile radius of 37 million people with close access to major markets like Chicago, Minneapolis-St. Paul, St. Louis, Des Moines, Omaha, Kansas City and Indianapolis.

The Quad City Botanical Center

Adjacent to the Mississippi River in downtown Rock Island, Illinois, the Quad City Botanical Center is comprised of an indoor tropical atrium, outdoor gardens including a Children's Garden with water feature, a G-Scale garden train exhibit (seasonal), educational greenhouse, a three-season event canopy, indoor banquet facility and gift shop.

As a public garden we maintain hundreds of plants ranging from tropical varieties to regional Zone 5 perennials. A garden for all seasons, our tropical atrium is splendid throughout the winter months and has been turned into a sandy beach on occasion, and our rare conifer collection is unique to the Quad Cities. In spring, flowering bulbs enliven the garden, including a stunning iris collection. Other special collections include day lilies, mums and ornamental grasses. Our outdoor butterfly garden attracts pollinators by the hundreds, and is lively from early spring to late fall when the monarchs start their migration.

As an educational resource we offer staff-guided tours of our gardens, grounds and greenhouse, serving 10,000 students annually. In addition, we participate in outreach programs at school campuses and set up educational booths at various community events. Our expert staff is on hand to answer questions and help interpret the garden and exhibits.

As a banquet facility we serve thousands of guests throughout the year and host events for affinity groups, service clubs, businesses, brides and grooms, birthday and anniversary party honorees, and classmates seeking a unique backdrop for a memorable event.

We support local artists by providing gallery space to exhibit works of art from various mediums and our gift shop offers many one-of-a-kind handcrafted items.

The Quad City Botanical Center is a 501 c 3, non-profit organization. We celebrated 22 years of bringing people and plants together in fun and meaningful ways in 2020 and welcome you to the gardens!