



## Executive Director Job Announcement

**Pacific Horticulture Society**, a non-profit 5013c, is seeking an **Executive Director** to lead our organization through a transition toward financial viability and success in meeting our mission. Since 1968, our mission is to inspire and educate West Coast gardeners. We are a well-respected gardening organization known through our beautiful publication *Pacific Horticulture*, engaging online presence at [www.pacifichorticulture.org](http://www.pacifichorticulture.org), our informative events and enchanting world-wide tours. Working with the Board, Editor, and support staff, the Executive Director will have overall strategic and operational responsibility for PHS staff (except for the Editor), programs, expansion and execution of its mission.

### Qualifications

Bachelors Degree

Minimum 5 Years Senior Management experience in a Non-Profit, with working knowledge of 5013c requirements, as well as deep experience with sound financial and management practices.

Strong leadership experience specifically in strategic planning, fundraising, and donor development to engage a wide range of stakeholders toward a sustainable financial organizational future.

Ability to collaborate with the Board, and to develop sound working relationships with sponsoring societies, affiliate organizations, individual members, primarily on the West Coast.

Action-oriented, entrepreneurial, adaptable and innovative approach to the organization's success.

Strong written and verbal communication skills, a persuasive and passionate communicator with excellent project skills.

### Responsibilities

#### Fundraising and Donor Development

Develop and implement robust revenue generating and fundraising activities to support existing operations and build a long-term plan to increase fiscal stability and growth.

Garner new funding opportunities including grants and cultivate existing relationships with societies, partners, affiliates, and the membership to expand financial support for PHS.

Develop a donor, benefactor and estate planning program and using DonorPerfect expand future long-term support for the organization.

**Leadership & Management**

Provide leadership in developing and implementing a strategy to meet its mission in conjunction with the Board of Directors.

Effectively manage the day-to-day operations, in compliance with all applicable laws and regulations, including personnel, legal, financial and budgeting functions.

Jointly, with the president and secretary of the board of directors, conduct official correspondence and jointly with designated officers, execute legal documents.

Develop and utilize effective reporting systems to track membership, financial and strategic performance for regular review and adjustment by the board of directors.

**Communication and Collaboration**

Actively communicate and engage with the board of directors and stakeholders to build meaningful involvement and decision-making participation.

Promote the organization at events, in promotional materials, and on social media outlets.

Foster a strong commitment of service to the membership, board, and stakeholders among and by staff.

**Position Salary:** Range \$42,000-\$48,000

**Location:** The position works ¾ time, currently located primarily at the Berkeley, California office. Remote and in-office hours negotiable.

The Search Committee will review all submitted letters of interest and resumes received by March 1, 2018. **NOTE: The application deadline has been extended to March 15, 2018.**

Submit your letter of interest and resume to: Princess Norman, PHS Search Committee Chair  
**[mtnpeak2@gmail.com](mailto:mtnpeak2@gmail.com)**