



Director of Education and Public Programs Job Posting

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is building an organization and a staff to welcome guests to a world-class botanic garden in 2020 and inspire people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking a Director of Education and Public Programs to advance HBG's mission through creating and implementing education and mission-driven events, including education classes and seminars, school group field trips, camps, exhibits, fairs and festivals, special exhibits, and performing and visual arts. In consultation with key staff and committee members, the Director will help develop and articulate the strategic vision and priorities for education and public programs as well as creating the annual program plan, calendar, and budget to accomplish the vision. The Director will be responsible for continuously evaluating the effectiveness of programs and to make adjustments in future programs. The Director will work in close collaboration with the entire HBG team and report directly to the President.

The ideal candidate is passionate about plants, nature, and horticulture with a creative and strategic approach to exploring ways to connect with and impact guests, while being business savvy and able to manage a budget and define and measure success. Houston Botanic Garden is seeking a team of professionals who enjoy working in a dynamic and growing organization.

Main Job Responsibilities:

- Working closely with the President, develop and articulate the strategic vision and priorities for education and public programs based on overall organization priorities set by the Board.
- Create annual program plan, calendar, and budget in collaboration with President, other staff, and various Board committees in order to ensure continued integrated and strategically focused outcomes.
- Lead planning and execution of all education and public program initiatives, with support from marketing and operations staff.
- Together with horticulture team, create content for interpretation, tours, and other education initiatives.
- Evaluate effectiveness of all programs on the basis of mission effectiveness and impact, profitability, and return on investment, quality, and participant feedback.

- Develop and maintain strong relationships with schools, green groups, arts organizations and other potential partners to contribute to education and public programs.
- Lead team of volunteers, contractors, and future staff to execute engaging and effective education programs. Assist with, and potentially lead, volunteer engagement program.
- Assist with identifying, soliciting, and cultivating fundraising sources for education initiatives.
- Staff the Board Program Committee and participate in other Board and committee meetings as necessary.

Skills, Knowledge and Abilities:

- Experience with developing educational initiatives
- Familiarity with similar programs around Houston and/or at other botanic gardens
- Demonstrated success in project and/or events management
- Experience in creating, managing, and evaluating project budgets
- Experience in working with and managing volunteers
- Understanding and awareness of industry trends in education and interpretation, a plus
- Must be willing to work weekend, holiday, and after-hours assignments
- Ability to prioritize and juggle multiple projects in a start-up environment
- Excellent organizational skills, attention to detail and accuracy
- Excellent communication and interpersonal skills to interact with staff, visitors, Board, donors, partners, and volunteers
- Desire to be a part of a team and able to work collaboratively
- Flexibility, integrity, and highest standards of professionalism

Education and Experience:

- College degree required
- Minimum of five to ten years' relevant experience, with botanic garden or other museum experience preferred

Benefits: Health, dental, vision, disability, life insurance, and retirement savings match available.

Application Procedure: Interested candidates should send a cover letter and resume to hr@hbg.org. We will contact those candidates who most closely match our requirements. Thank you for your interest in *Growing Houston's Garden!*