Special Projects Manager

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG will open an oasis in the City of Houston this Fall on a beautiful 132-acre site on Sims Bayou leased from the City. HBG is building an organization and a staff to inspire people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking a special projects manager who will report to the President & General Counsel and will be responsible for a variety of projects, from volunteers to the community garden to special initiatives undertaken by HBG as it grows. Specific projects identified include developing the volunteer engagement program, managing the community garden, and acting as the project manager for an integrated database management system configuration and implementation. The ideal candidate is highly organized, demonstrates strong critical thinking and problem solving, can work well with diverse audiences, is able to effectively juggle multiple tasks, and desires to work in a dynamic organization in a stage of rapid growth.

Main Job Responsibilities:

**VOLUNTEERS**
- Drive volunteer recruitment, orientation, screening, and training to grow the HBG volunteer base.
- Maintain accurate records and provide timely statistics and activity reports on volunteer participation.
- Work collaboratively with all departments to ensure volunteers have meaningful experiences that contribute the operations of HBG.
- Develop and run volunteer appreciation program.
- Develop standards of volunteer service and manage volunteer policies and procedures.
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate.

**COMMUNITY GARDEN**
- Develop the Community Garden programs and policies.
- Oversee the scheduling of volunteers and volunteer groups for programs and garden maintenance activities.
• Together with the horticulture department, plan and organize the seasonal plantings.
• Promote the community garden in nearby neighborhoods and the community.
• Coordinate the registration of individuals, families, and groups to garden plots and facilitate gardener meetings and educational opportunities.
• Develop, maintain, and review annual budget for the Community Garden.
• Coordinate community events.

PROJECT MANAGEMENT
• Coordinate with HBG team the configuration and implementation of an integrated database management system.
• Manage other cross team projects as they arise to ensure that they are delivered on-time, within scope, and within budget.
• Develop project plans to monitor and track progress.
• Develop goals and measure project performance.

Qualifications and Experience Requirements:
• Bachelor’s degree from an accredited college or university
• Minimum of 5 years demonstrated success in managing projects and teams
• Proven work experience in project management
• Excellent interpersonal and communication (oral and written) skills with diverse audiences
• Strong organizational skills, including attention to detail and multitasking skills
• Flexibility to occasionally work in the evenings and/or on weekends
• Ability and willingness to travel locally as needed; valid Texas driver’s license and requisite auto insurance
• Position subject to passing a criminal background check

Ideal Candidates will also possess:
• Ability to effectively manage multiple priorities simultaneously
• High level of attention to detail, accuracy, and thoroughness
• Ability to work cooperatively and effectively with others
• Ability to be flexible and thrive in a dynamic environment
• Resourcefulness and creativity in problem solving
• A positive, can-do attitude and willingness to "roll-up sleeves"

Benefits: Medical, dental, and vision insurance, retirement savings match, short-term disability, long term disability, and life insurance available.

Application Procedure: Interested candidates should send a resume and cover letter to hr@hbg.org. We will contact those candidates who most closely match our requirements.

Thank you for your interest!