



## **POSITION PROFILE**

### **EXECUTIVE DIRECTOR – HOYT ARBORETUM FRIENDS**

Hoyt Arboretum Friends, a member-supported non-profit partner of Portland Parks and Recreation, is seeking an Executive Director.

#### **What is Hoyt Arboretum?**

- *An unique collection of trees and plants from around the world*
- *A living laboratory for preservation and research*
- *A vital resource for conserving plant biodiversity*
- *A peaceful urban oasis*
- *A 187-acre refuge with 21 trails covering 12 miles*
- *A promise to future generations*

To learn more about Hoyt Arboretum, please visit: <http://www.hoytarboretum.org>

#### **THE POSITION**

The Executive Director is responsible for oversight of all management, fiscal, fundraising, programming and planning activities of Hoyt Arboretum Friends. The Executive Director works closely with the Board of Directors to develop policies and strategies for the organization and holds primary responsibility for their implementation. The Executive Director is the chief spokesperson for the Friends' group and represents the organization and the mission to the city government, parks bureau, and other key constituencies. The Executive Director provides leadership ensuring Hoyt Arboretum has the necessary capabilities to successfully fulfill its mission.

## **PERSONAL AND PROFESSIONAL CHARACTERISTICS**

The ideal candidate will:

1. Be a visionary leader with a collaborative management style.
2. Have excellent human resources management skills.
3. Have demonstrated leadership experience growing and developing an early-stage organization.
4. Have proven successful experience in fundraising with major donor programs as well as experience with grants, foundations, and direct mail.
5. Have strong communications skills and be effective in communicating with board members, donors, employees, peers at city organizations, and other constituents.
6. Have a strong public presence – articulate, optimistic and energetic – with the ability to motivate and inspire people at all levels.
7. Possess strong financial management skills. Experience developing and maintaining budgets.
8. Be entrepreneurial, innovative, and creative.
9. Have demonstrated success in public relations.
10. Have experience working effectively with and developing a Board of Directors.
11. Have experience with volunteer recruitment and retention.
12. Be passionate about plants and nature.
13. Hold a Bachelor's degree

### **To Apply**

Individuals interested in applying may submit a resume and cover letter to our Search Committee:

**MBL Group, LLC**

**111 SW Columbia Street, Suite 1010**

**Portland, Oregon 97201-5844**

**Email to [employment@mblgroup.com](mailto:employment@mblgroup.com)**

Hoyt Arboretum Friends is an equal opportunity employer committed to a diverse, multicultural work environment.