



## **Job Description**

### **Director of Public Programs and Education Garrison, New York**

The Garden Conservancy, a national nonprofit organization dedicated to raising awareness of, preserving and affording public access to outstanding American gardens, seeks an inaugural Director of Public Programs and Education. The creation of this position follows the appointment of an enterprising new president whose professional training and experience in landscape architecture, design education and historic preservation will help chart a more visible, expanded public role for the Garden Conservancy.

Reporting directly to the president, the Director of Public Programs and Education will conceive and implement a strategy that engages authorities in garden design, garden history, horticulture, preservation, and sustainability in delivering high-quality educational and programmatic outreach nationwide to the public, the Conservancy's Society of Fellows, and its general membership. The new director will also oversee the extension, enhancement, and regularization of the Conservancy's signature, volunteer-run "Open Days," America's only national garden-visiting program, which currently comprises more than 300 visiting opportunities in 18 states, plus 40 special programs. The Director will work closely with the new Director of Development (an appointment concurrently under search) in developing improved programmatic and educational benefits for the Garden Conservancy's sustainer, partner, and champion-level members, while also stewarding the Society of Fellows, a committed group who support the Garden Conservancy's mission at a higher membership level. (The Society of Fellows is often a pipeline to service on the Garden Conservancy's 31-member Board.) The Director will collaborate with the Conservancy's Preservation department to revive Preservation Weekend and to develop new programming aimed at preservation partner gardens and preservationist colleagues. The Director will manage all logistics relating to programmatic and educational event promotion, registration, and volunteer support.

The Director will supervise four direct and one indirect report and manage the department's budget (\$748,000 in 2018). The Director will be based at the Conservancy's headquarters in Garrison, NY (50 miles north of New York City), with regular national and occasional international travel.

**Qualifications:** The Garden Conservancy seeks an erudite, affable, charismatic educator with at least eight years of programmatic and donor and volunteer management experience.

Candidates should demonstrate an appreciation that gardens are cultural artifacts of merit, as well as an interest (or, better, expertise) in garden design, horticulture, and/or preservation.

Demonstrated proficiency in timely project management, in working with and empowering a voluntary board, in strategic planning, audience development, organizational capacity building, and sustainability, are essential. The ability to communicate clearly in written, electronic, and spoken public communication is necessary. A bachelor's degree is required.

Review of candidate materials will continue until the appointment. A complete application will include a letter of interest, a curriculum vitae or résumé, and contact information for five professional references who can speak about the candidate's qualifications for this specific opportunity.

Expressions of interest, applications, nominations and inquiries should be directed to the Garden Conservancy's search consultant, Chuck O'Boyle of C. V. O'Boyle, Jr., LLC, at [chuck@cvoboyle.com](mailto:chuck@cvoboyle.com), who will furnish a detailed specification and an internal job description upon request. Telephone inquiries are also welcome and may be made to Mr. O'Boyle directly at (401) 919-5767. All communications will be held in confidence and referees will not be contacted without the candidate's prior consent.

The Garden Conservancy is an equal-opportunity employer, committed to principles of affirmative action in its recruiting and hiring practices.