

Job Description: President & Chief Executive Officer (CEO)

Reports To: Board of Directors

Status: Full-Time

Classification: Exempt

Revised Date: August 2023

About Us

Waterfront Botanical Gardens (WBG) is a vibrant and inclusive organization dedicated to connecting people with the beauty and wonder of nature. Located in Louisville, KY, our stunning gardens showcase diverse plant collections and provide a tranquil oasis for visitors. Our team at WBG is driven by a shared passion for horticulture, environmental stewardship, and community engagement. Together, we work to create exceptional experiences, foster a deeper understanding and appreciation of plants, and build a greener, more sustainable future for our community.

Role Summary

The President & Chief Executive Officer (CEO) is the visionary leader of Waterfront Botanical Gardens, responsible for driving the organization's mission and strategic vision. The President & CEO serves as the primary advocate, spokesperson, and representative of WBG, ensuring its continued growth, sustainability, and impact.

Essential Duties and Responsibilities

- Executive Leadership and Organizational Management
 - Provide visionary executive leadership characterized by inclusivity, transparency, and empowerment, aligning with the organization's mission set forth by the Board of Trustees.
 - Present strategic options and plans for the organization's impact, securing Board approval when necessary to advance its mission.
 - Oversee day-to-day operations, ensuring the organization's long-term success. ○ Mentor, motivate, and organize internal team leaders to expand the organization's impact, programs, and fundraising, effectively fulfilling its vital mission.
 - Apply innovative thinking and performance metrics to support strategic decision-making.
 - Foster a collaborative culture among departments and recognize positive contributions.
 - Contribute to and drive the implementation of the strategic plan.
 - Manage and inspire staff, overseeing recruitment, development, performance, and compensation.
 - Cultivate a business-oriented, results-driven environment.
 - Perform general management duties, overseeing day-to-day operations. ○ Establish operational goals, objectives, and plans in collaboration with the Board, staff, and other leaders.
- Board Governance
 - Cultivate strong relationships with the entire Board through regular and open communication, providing leadership and support.
 - Keep the Board well-informed, supplying necessary information for informed decision-making.
 - Attend all Board meetings, providing comprehensive reports on staff, work progress, project timelines, and organizational advancements.

- Skillfully manage the Board, fostering consensus, addressing outstanding deliverables, and offering support.
- Implement Board policies and procedures, garnering staff support for Board decisions.
- Collaborate openly with the Board and its committees, ensuring continuous communication regarding risks, issues, and successes.
- **Development and Fundraising**
 - Collaborate with the Development Director to drive development and fundraising efforts, leveraging the Board's support as needed.
 - Initiate, cultivate, and expand relationships with individual, foundation, and corporate supporters.
 - Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
- **Financial Management and Administration**
 - Provide strategic leadership and hands-on management for all administrative and operational functions in alignment with the mission and policies.
 - Direct resources prudently, managing all finances within budget guidelines and legal regulations.
 - Assume fiscal responsibility for the organization's integrity.
 - Oversee the board-approved budget, managing daily financial operations to optimize resource utilization and maintain a positive financial position.
 - Administer the annual budget with Board approval.
- **External Relations and Communications**
 - Act as the organization's chief spokesperson at public events, conferences, and partnership meetings.
 - Promote the organization, its mission, programs, partners, and members in a consistently positive manner.
 - Ensure high visibility to prospective donors and the public, cultivating interest in philanthropic engagement.
 - Manage all aspects of the organization's marketing and public relations efforts.

Qualifications and Experience

- Bachelor's or advanced degree in Horticulture, Museum Studies, Nonprofit Management, Fundraising, Legal Studies, Public Policy, Education, Accounting, or related field. Master's degree preferred.
- Five years of prior experience as a CEO, Executive Director, or in a related position at a nonprofit, foundation, government, or industry, demonstrating strong business acumen and visionary leadership at the executive level.
- Proven track record in executing organizational growth and successfully leading a nonprofit or related entity of similar or larger size.
- Demonstrated expertise in working with and leading nonprofit Boards and diverse groups of individuals.
- Familiarity with diverse business functions, including Marketing, Public Relations, Human Resources, among others.
- A history of experience and achievement in motivating, recruiting, developing, retaining, and mentoring high-performance, mission-driven, and results-oriented teams.
- Excellent written, oral, and public speaking skills, with the ability to communicate persuasively and passionately, while possessing strong interpersonal and multidisciplinary project skills.

Supervisory Responsibilities

This position supervises the executive team and staff of Waterfront Botanical Gardens.

Physical Demands & Work Environment

- The position involves extended periods of office work, including sitting, standing, and computer use.
- Occasional travel may be required for meetings, conferences and events. ● The work environment includes both indoor office spaces and outdoor garden areas, which may be subject to varying weather conditions.
- Lifting and carrying of materials and equipment in excess of 25 lbs for event setup and coordination may be required on occasion.

The job description outlined above provides a general overview of the role's nature and level of work. It is not intended to encompass every responsibility, duty, or required skill associated with the position. This job description does not create a contractual agreement and does not modify the at-will employment relationship between the employee and the employer. WBG reserves the right to revise, modify, or amend any aspect of this job description as necessary and at its discretion.