



Robert and Peggy Weed Executive Director

Position Description

Role: Chief Executive Officer of Wellfield Botanic Gardens, Inc.

Reports to: Chair of the Board of Directors

Duties & Responsibilities:

- Provide overall management of the gardens, grounds, and operations.
- Ensure top quality facilities and programs using staff, volunteers, vendors, and contractors.
- Prepare and administer the organization's budget and planning including budget monitoring, strategic planning, capital projects, facility maintenance, and programming. The budget process will include approval and oversight by the Board of Directors.
- Supervise staff, volunteers, and outside contractors.
- Work closely with staff, vendors, and contractors on master-planning and other issues related to site development and programming.
- Leadership in fundraising which will identify, solicit, and cultivate funding sources for the Gardens, including annual memberships, entrance fees, fundraising events, grants, individual and corporate donors, and endowment income.
- Engage in outreach with regional botanical, horticultural, and environmental organizations in support of services and educational programs related to our mission.
- Help plan and coordinate high-quality special events.
- Serve as a lead organizational spokesperson for the Gardens to the media, civic groups, government, and the public.
- Establish good working relationships with all governmental entities that relate to development and operations.
- Leadership to help the Gardens reach the goal of providing world class experiences for our guests.

Qualifications and Education Requirements:

- Bachelor's Degree preferred
- History of success in a senior management position
- History of effective staff management, and development
- Strong written and oral communication skills
- Acumen in marketing and community engagement
- Strong ability to collaborate with internal and external groups and organizations
- History of successful fund raising and development

- Competence with technology
- History of the hospitality industry or event planning
- Proficiency in discussing horticultural issues
- Excellent interpersonal skills
- Experience working with a board of directors

About Us: Wellfield Botanic Gardens is a living museum located at 1011 N. Main Street in Elkhart, Indiana. The Gardens are 36 acres in size, including 18 acres of water. The private, not-for-profit, charitable organization was created in 2005 and is open year-round featuring special events and festivals, workshops, and educational opportunities, a summer concert series, winter holiday lights, and seasonal programming. Facilities may be rented for private events including weddings, anniversaries, and celebrations of life. Wellfield recently opened a new 12,000 sq.ft. Visitors Center with event capacity and an adjacent open air Woodland Pavilion venue, a \$14m capital improvement.

Qualified applicants should submit cover letter and resume to humanresources@wellfieldgardens.org.