



The Water Conservation Garden
12122 Cuyamaca College Drive West
El Cajon, CA 92019

Tel: (619) 660-0614

Open daily, 9 a.m. to 4 p.m.
(See summer and holiday hours.)
Admission is by suggested donation.

Employment Opportunity Notice

EXECUTIVE DIRECTOR

Salary: \$75,000 - \$85,000/year

with excellent benefits

The Water Conservation Garden is an award-winning 5-acre public garden devoted to inspiring and educating people to conserve water and other natural resources. The Garden has sustained a period of rapid growth since it opened in 1999. Recently, it moved from governance by a Joint Powers Authority to nonprofit governance. The new Executive Director will be expected to expand the Garden's reach and continue its emphasis on excellence under this new structure.

The Executive Director is the primary voice of the Garden, providing vision and leadership. The Executive Director reports to the Governing Board of the Garden and will manage a staff of 8 paid employees, 4 contract employees, and 90 trained volunteers.

The Executive Director is responsible for achieving the Garden's mission through accomplishment of its strategic plan. They must work closely with staff and board members to achieve a sustainable budget, and to grow the Garden's resources. The successful candidate will be inspiring to existing and new constituencies and be an excellent motivator and mentor to staff. The Executive Director must have a passion for conservation, in general, and water-wise landscaping in particular.

The Executive Director will be employed by the Grossmont-Cuyamaca College Community College District Auxiliary Organization (GCCCD Auxiliary), which is contracted by the Water Conservation Garden to provide project support services to the Garden. While this job opportunity notice provides a broad description of the duties and responsibilities of the Executive Director, it may not be inclusive of all related assignments. This is a 1.0 FTE assignment, with excellent benefits.

Required Knowledge, Skills and Abilities:

- At least five years of progressively responsible experience as a non-profit manager or administrator
- Experience being in a role similar to an Executive Director reporting to a Board of Directors is preferred
- A bachelor's degree in a related field; an advanced degree is preferred
- Excellent verbal and written communication skills
- Knowledge of and ability to use Microsoft Office Suite including Word, Excel and PowerPoint
- Proven business acumen

- Extensive political skills, including diplomacy and strategic thinking
- Proven track record of successful fundraising
- Optimism, gracious self-confidence, and the ability to handle multiple priorities
- A demonstrated interest in water conservation and water-wise landscaping; a professional background in these fields is desirable

APPLICATION PROCESS:

If you are interested in being considered for this opportunity, submit a cover letter, application, resume, and professional references in a single envelope to GCCCD Auxiliary, 8800 Grossmont College Dr., El Cajon, CA 92020 **by 5:00 p.m., Friday, November 18, 2011. Applications and information about the Conservation Garden are found at:** www.thegarden.org/aboutus/jobs.html

CONDITIONS OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work, and persons may be required to submit to a criminal background check and pre-employment drug screen.

WORKING CONDITIONS:

Office environment. The primary worksite will be at the Water Conservation Garden. Visits to other locations are expected, which will require that the employee have a valid Driver's License and reliable personal motor vehicle.

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| AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION AND TITLE IX EMPLOYER |
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