
Auburn University Job Description

Job Title:	Dir, Arboretum	Job Family:	No Family
Job Code:	AB15	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Responsible for the overall operations of the Davis Arboretum to include strategic planning, outreach programs, financial planning, and personnel management.

Essential Functions

1. Develops and executes the Arboretum's Strategic Plan ensuring alignment with the University's mission, vision, and strategic goals. Leads and directs the staff to include planning, coaching, rewarding, and recognizing their efforts. Communicates with the staff, as well as other university partners to keep them informed of work activities, gathers and provides information, and coordinates projects. Manages, updates, and coordinates changes to the Davis Arboretum website, ensuring the content stays relevant and current.
 2. Maintains open communication with all constituencies regarding the evaluation of financial and programmatic aspects as well as overall impact. Compares performance to stated milestones and goals. Develops and manages the annual budget to support Arboretum operating expenses and revenue. Responsible for the fiscal integrity and fiscal management to operate within the approved budget, ensures maximum resource utilization and maintenance of the Arboretum ensuring a positive financial position. Develops and distributes annual report to highlight current projects, achievements, future projects, and financial standings to stakeholders and University partners. Identifies, prepares, conducts, and serves as administrator of research grants, cooperative agreements, training or public service projects, contracts, or other sponsored projects in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.
 3. Plans, schedules, and manages education and community outreach programs, specialized tours and events, increasing visibility for the Davis Arboretum. Responsible for the enhancement of the Arboretum's image by being active and visible in the community and working closely with other professional, civic, and private organizations. Plans and implements events highlighting the Davis Arboretum, including but not limited to, fall and spring plant sales, Azalea Festival, October movie nights, and Bones and Boos, increasing revenue to sustain the Arboretum. Responsible for scheduling, billing, and approving all Arboretum event reservations. Ensures all required documentation is submitted to Campus Event Planning System for approval prior to each event.
 4. Demonstrates leadership by developing and planning all initiatives including, but not limited to, each season's schedule, education experiences, and publications. Manages horticulture, native plants, landscape maintenance, and sustainable practices. Designs, or approves designs, for all Davis Arboretum plantings and displays. Coordinates installation and maintenance of all areas in the Arboretum including trails, water features, accredited collections, special collections, and general collections.
 5. Develops fundraising goals and strategies. Builds and maintains donor relations, engaging diverse volunteer and donor groups unique to the nonprofit sector. Researches grant funding opportunities when applicable. Oversees the continuation and success of the Friends of the Arboretum Membership program throughout the year, including solicitation, renewal, fulfillment of FoA gifts, and thank you letters. Performs additional development duties as required.
 6. Maintains adherence to guidelines and required certification documentation for the Plant Collections Network (PCN), ArbNet, American Public Gardens Association (APGA), Botanic
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Garden Conservation Internal (BGCI), and the Auburn Chamber to ensure continued accreditation and membership. Works collaboratively with the Museum of Natural History, University partners, and community stakeholders.

7. Serves as the primary spokesperson for the Davis Arboretum, interfacing with University faculty, staff, students, the community, and media outlets locally, regionally, and nationally. Reports to and works closely with the Arboretum Chair to seek his involvement in decisions on policies, fundraising and increasing the overall visibility of the Arboretum throughout the state.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Public Garden Management, Horticulture, Botany, or Landscape Architecture. A Master's degree is preferred.
Experience (yrs.)	5	Experience in the day-to-day operations of botanical garden working with plant collections. Experience in the identification, cultivation, and care of a broad diversity of ornamental and native landscape plants. Must have at least 1 year experience in mentoring, leading, or supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge of managing and operating a botanical garden and non-profit entity. Excellent knowledge of plant material. Demonstrated knowledge of horticultural practices. Expert knowledge of the guidelines for Plant Collections Network (PCN), Botanic Gardens Conservation International (BGCI), ArbNet, and American Public Gardens Association (APGA) to maintain the living and accredited collections.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, talking, hearing,

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 2/19/2019

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