



## Elk Rock Garden is hiring an Executive Director in Portland, Oregon!

### Key Details:

- **Pay:** \$90K dependent on experience and skills
- **Location:** : Historic Home and Garden on the Willamette River in westside Dunthorpe neighborhood of Portland.
- **Schedule:** On site position; 9AM to 5PM with occasional weekend activities/events.
- **Apply to:** [annie@hrrannieconsulting.com](mailto:annie@hrrannieconsulting.com)

**Who We Are:** The Elk Rock Garden Foundation was established to provide financial assistance for the maintenance and perpetuation of the Elk Rock Garden and keep it open to the public. Our mission is to restore and preserve the historic Elk Rock Garden property as a nationally recognized botanical garden and learning center, dedicated to supporting collaboration and cross-pollination among partner non-profits, their membership and gardening enthusiasts of all backgrounds. To learn more, check out our website: [elkrockgarden.org](http://elkrockgarden.org)

### **You Have:**

- A minimum of 10 years progressively responsible experience in nonprofit organizational leadership and development, strong fundraising skills, and budgeting, with a minimum of 5 years in a senior leadership position.
- A proactive, hit the ground running, love a challenge attitude.
- Good presentation skills and really enjoy sharing the story of Elk Rock Garden.
- Strong connections to the Portland metropolitan area philanthropic community and demonstrated track record of building strong networks, collaborative partnerships and creative problem solving.
- A valid driver's license, good driving record, a car and insurance.
- The ability to pass background check

### **What You'll Do:**

- Lead and build a startup operation on a budget of \$700,000 based on donations, an outstanding loan utilizing the Strategic Plan while focusing on raising additional funds to support the organization.
- Coordinate all communications, training and development related to the Board of Directors, staff and volunteers.
- Develop and maintain positive and effective relations with community partners and tenants of the Kerr ancestral home.
- Leverage the organization's strong support in the horticultural community and in its immediate neighborhood to achieve the established key priorities for the next 18-to-24 months.
- Oversee and work with the Head Gardner to ensure the overall design, planting and maintenance of the garden meets all required regulations and the strategic plan objectives for the Garden.
- Make critical repairs to the house and garden to address safety, security and other core function issues.