AUBURN
Human Resources

Dir, Arboretum

Job Description

JOB INFORMATION

Job Code	AB15
Job Description Title	Dir, Arboretum
Pay Grade	LM10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Curator

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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

RESPONSIBILITIES

	year, including solicitation, renewal, fulfillment of FoA gifts, and thank you letters. Performs additional development duties as required.
•	Maintains adherence to guidelines and required certification documentation for the Plant Collections Network (PCN), ArbNet, American Public Gardens Association (APGA), Botanic 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.
•	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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Public Garden Management, Horticulture, Botany, or Landscape Architecture. A Master's degree is preferred.	and	5 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.