

EXECUTIVE DIRECTOR – HUMBOLT BOTANICAL GARDEN (Eureka, CA)

Humboldt Botanical Garden (HBG), a young organization dedicated to showcasing the horticultural potential of California's mild North Coast, is seeking an accomplished and visionary Executive Director (ED). This is a full-time, exempt position offering the opportunity to guide the Garden's future while making a lasting impact on a unique coastal community.

Position Overview:

Reporting to the Board of Directors, the Executive Director will provide strategic leadership, ensure financial sustainability, and oversee daily operations, all while advancing HBG's mission and Master Site Plan. Key responsibilities include financial management; budgeting; staff and volunteer leadership, recruitment and training; and fostering a collaborative work environment that inspires the conservation of plants and the environment.

Experience, Qualifications & Required Skills:

- Degree in a related field preferred
- Proven track record in non-profit management preferred
- Background in horticulture and plants collections a plus
- Passion for the Garden's mission
- Proven ability to build strong, collaborative relationships with community partners and stakeholders
- Financial and operational acumen, with experience in non-profit financial oversight, program development, human resource management, and executing successful operational plans
- Leadership skills including a successful history of setting clear goals and developing actionable strategies
- Fundraising and operational success including the ability to diversify revenue streams, secure major gifts and grants, and engage community members in fundraising initiatives
- Success in devising marketing strategies for audience development through brand-building activities and relationships
- Humility and approachability – a collaborative leader who approaches work with humility, calmness, humor, and heart, fostering a positive inclusive culture
- Exceptional communication skills with an ability to listen actively and engage authentically

Additional Information:

The role is based in Eureka, CA and will require working onsite. Relocation assistance may be available for qualified candidates. HBG offers competitive benefits and time off.

Salary range: \$90,000 to \$100,000 per annum

How to apply: Please send your resume and cover letter to Krista Molloy, HR Consultant, at krista@experteffect.com