



Botanical Garden of the Ozarks

Title: Director of Education

Reports To: Executive Director

The Director of Education, a key management position, will plan, organize, direct, and develop all education programs and learning initiatives for the Botanical Garden of the Ozarks. This opportunity includes all adult and youth classes, tours, field trips, workshops, and educational events. The Director will work with the Executive Director to develop and implement a plan to expand Education at BGO, growing it as a self-sustaining and profitable program. This position requires an innovative, resourceful education professional who can envision and bring to life programming that advocates for nature and inspires the next generation of environmentalists, guided by the goals and mission of the organization.

Duties and Responsibilities

- Education Department budget development and management
- Curriculum development
- Community outreach
- Collaboration with Special Events department on three major festivals: Earth Day Festival, Firefly Fling, and International Festival.
- Public speaking and advocacy
- Environmental education and teaching
- Communications and marketing management
- Volunteer management
- Staff management

Required Qualifications

- Bachelor's degree in a relevant field (education, horticulture, museum studies, etc.)
- Minimum five years' experience successfully leading informal or formal education opportunities for diverse audiences
- Minimum three years supervisory experience
- Understanding and awareness of industry trends in education and interpretation
- Excellent organizational skills, with attention to detail and accuracy

- Excellent communication and interpersonal skills to facilitate interaction with staff, guests, donors, partners, and volunteers.
- Knowledge of botany, entomology, and/or ornithology
- Grant writing experience relating to educational initiatives

Preferred Qualifications

- Professional experience working in nonprofit, museum/zoo/gardens industry
- Familiarity with similar programs around NWA and/or at other botanical gardens
- Experience working with and managing volunteers
- Positive and enthusiastic personality, flexible and adaptive to change
- Effective problem-solving and multitasking skills
- Experience developing education initiatives with an understanding of informal education programs in botanical gardens or museum settings
- Ability to work in a group and individually, in a fast-paced environment

This position is a full-time, exempt position. Must be available some weekends and evenings. Salary commensurate with experience.

This position will at times be a seated, indoor office position and at other times will require extensive walking, stooping, and lifting. While performing the duties of this job, the employee will have exposure to outside weather conditions and uneven, unpaved terrain. The noise level in the work environment can be moderate to loud. The employee may be asked to lift 50+ pounds. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

BGO is a team-oriented organization with the goal of providing the best experience to all visitors, volunteers, employees and our community through our mission and the interaction with our garden. As such, it is understood job descriptions are not intended to be exclusive or all-inclusive inventories of the duties required of an employee nor is it intended to be an employment contract.

Application Instructions

Send cover letter and comprehensive resume to searchcommittee@bgozarks.org

3 references required if application is considered

No phone inquiries please