



BOARD LIAISON AND EXECUTIVE ASSOCIATE ADMINISTRATION DEPARTMENT

Direct Supervisor:	President, CEO		
Department:	Administration	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	Commensurate with experience	Exempt/Non-exempt	Non-exempt
Contact:	hr@lewisginter.org	Position Type: (FT / PT)	FT
Date posted:		Posting Expires:	

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a nonprofit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the Garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
804.262.9887
lewisginter.org

in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

Job Description

As Board Liaison and Executive Associate, this position carries responsibility for all general correspondence with our Board of Directors (BOD), BOD Committees, Board of Associates (BOA) and Emeriti Advisory Council. The Liaison and Associate will provide leadership support for the planning, coordination and implementation of key donor, board and fundraising events for the organization.

Responsibilities

- Board Engagement
 - Coordinate with the President/CEO for communication management with the Board of Directors, Board Committees and the Emeriti Advisory Council.
 - Execute all board and board committee meetings including the recording of minutes.
 - Collaborate in the planning, implementation and analysis of fundraising activities with staff and the Board Advancement Committee.
 - Recruit, train and supervise key volunteers and staff for special events.
- Board of Associates Management
 - Provide guidance to and support for the Board of Associates as the responsible staff person including event planning, fundraising, and volunteerism.
 - Assist in the recruitment, retention and development of Board of Associates members.
 - Serve as the staff liaison for Board of Associates events; providing direction to event chairs and committees, and promotion of events through social media, Garden website, email and print.
- Donor and Organizational Events
 - Collaborates with President and Director of Advancement in the planning and execution of all Advancement events.
 - Establishes, communicates and ensures the organizational aesthetic and quality standards for Garden special events.

- Manages event inquiries and communication via email, social media, mail and phone.
- Assists in stakeholder recognition including donor and volunteer appreciation.
- Executive Support
 - Assists Garden leadership in scheduling, communications and administrative responsibilities.
 - Supports Garden staff and boards with other projects and events as requested.

Additional Duties

- Maintain professional privacy and confidentiality.
- Actively participates in staff training and department meetings.
- Stays current with regional museum peers with similar roles.
- Weekend, evening and holiday hours as needed.

Skills and Abilities

- Excellent written and verbal communication skills, including public speaking and group facilitation.
- Event planning experience with attention to guest service.
- Expertise and passion for engaging with a diverse group of emerging professionals.
- Well-organized and detail-oriented, able to work independently as well as in a team environment.

Employees of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, families, and in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.

- Must report all injuries and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.

Physical Demands / Working Conditions

- Prolonged periods of sitting at a desk and computer work.
- The position requires familiarity with all public areas of the 82-acre Garden property. *Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

Education and Experience

Preferred: CMP, CSEP or event planning experience.

Required: Bachelor's degree in Communications, Business Administration or related field.

Minimum of four (4) years professional experience in fundraising or special events planning required, preferably in a nonprofit setting.