

DIRECTOR OF SOCIAL RESPONSIBILITY



Direct Supervisor:	Vice President, Learning and Engagement		
Department:	Learning and Engagement	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	\$50,000 - \$60,000	Exempt/Non-exempt:	Exempt
Contact:	hr@lewisginter.org	Position Type:	FT
Date Posted:	March 27, 2023	Posting Expires:	Until Filled

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 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.

**LEWIS
GINTER
BOTANICAL
GARDEN**

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Job Description

The Director of Social Responsibility is responsible for broadening the accessibility and relevance of Lewis Ginter Botanical Garden through intentional relationship building with communities that have not been robustly represented at the Garden. They will develop strategies for connecting with and engaging diverse communities, provide leadership and daily oversight of community partnership programs both on-site and off-site, and implement systems to build capacity and collaborations. Based on the Garden's core values of hospitality, responsibility, integrity, inspiration, and innovation, they will work closely with our partners, staff, volunteers and Board to build a more inclusive, welcoming, and accessible Garden.

We are committed to elevating diverse backgrounds and experiences that are not well represented on our team. We value the opportunity to work with individuals from different cultures and understand that like diverse ecosystems, diverse workplaces are needed for success. We have a strong desire for our Director of Social Responsibility to represent the diverse community we serve. We encourage candidates from underrepresented identities and experiences to apply.

Responsibilities

- Develop priorities, establish expectations, and set goals for community partnerships, implementing systems to build capacity and collaboration.
 - Actively participate in community networks and gatherings, listening to community needs and facilitating conversations in order to develop meaningful partnership programs.
 - Compile and maintain an inventory of partners.
 - Develop best management practices for partnerships, including an approval framework for introducing new programs and partnerships.
 - Collaborate with staff and volunteers to manage and grow partnerships on and off-site.
- Collaborate with partners, staff, volunteers, Board of Directors, and Board of Associates to grow a more inclusive, diverse, and accessible Garden.
 - Collaborate with Human Resources and leadership staff to provide training for working with and welcoming individuals from diverse communities.
 - Identify and break down barriers that keep people from accessing the Garden; manage and build upon Garden access programs such as Museums for All and Share the Garden.
 - Collaborate with community partners in order to effectively welcome individuals of all backgrounds and abilities.
 - Lead the Garden's Diversity, Equity, and Inclusion cross-departmental team.
- Provide daily oversight for social responsibility initiatives.
 - Develop and implement an evaluation framework in order to measure and communicate impact and outcomes.
 - Establish, track, and maintain program budget.
 - Work closely with the Marketing department to share social responsibility and engagement initiatives on print, social media, website and other platforms.
 - Collaborate with the Advancement department to pursue funding opportunities, compile information for reports, and manage special project budgets.

Skills and Abilities

- Strong leadership skills, including the demonstrated ability to bring together various stakeholders toward a common goal.
- Innovative thinker, with a track record for translating strategic thinking into action plans and results.
- Adaptability and a demonstrated positive approach to problem solving and collaborating with others.
- The ability to foster empathy amongst colleagues and guests while working effectively and respectfully with people of diverse cultures, ages, and economic backgrounds.

- Excellent organizational skills; ability to prioritize work and meet deadlines while juggling multiple tasks and projects, planning months in advance while responding to day-to-day demands.
- A strong commitment to and experience with DEI practices and training.
- Demonstrated ability to facilitate difficult conversations.
- Excellent writing, verbal, presentation, and public speaking skills.
- Technical proficiency with computers, databases, Microsoft software programs, and social media platforms.
- Flexibility to work weekend, evening and holiday hours, as needed.

Each employee 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 conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and 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 the security of their property, ensuring that all concerns are reported promptly
- Must report all mishaps, injuries, and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor
- Have proof of a COVID-19 vaccine

Physical Demands / Working Conditions

- The Director of Social Responsibility and Engagement is provided an indoor computer work station.
- Ability to carry up to 30 lbs.
- Ability to work outdoors in all weather conditions.
- Comfortable working in immediate proximity to general public in a safe and friendly manner.
- 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

- Bachelor's degree.
- A minimum of 3 years related experience.
- Demonstrated experience in reaching, welcoming, and including underserved audiences in programming and outreach efforts.
- Experience with DEI practices and training.
- Demonstrated knowledge of best practices in sustainable community relationship building.
- Broad-based knowledge of a full range of techniques for community programs development.
- Prior experience in a botanical garden, museum, or cultural non-profit preferred.
- Proficiency in conversational Spanish desirable.