

FRIENDS OF THE CHEYENNE BOTANIC GARDENS EXECUTIVE DIRECTOR

JOB DESCRIPTION

The Friends of the Cheyenne Botanic Gardens exists to support and advocate for the Cheyenne Botanic Gardens.

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Friends of the Cheyenne Botanic Garden staff, programs, fundraising, expansion, and execution of its mission. Duties include seeking development opportunities and financial support through membership and fundraising activities, providing support to the Board of Directors in advancing its mission, interacting with donors and members, and acting as a liaison between the organization and gardens staff, visitors, the City of Cheyenne, vendors, and contractors.

Responsibilities

Board Management and Support

- Cultivate and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement through regular communication and board involvement opportunities.
- Provide support to the Board of Directors in advancing the organization's mission.
 - Staff all Board committees to schedule meetings and file meeting reports.
 - Staff Board to schedule meetings and take minutes.
 - Report to Executive Committee and/or Chair on all organization efforts, challenges, and successes.
 - Provide orientation to each new board member.
 - Steward foundation's membership in pertinent organizations such as local civic groups and regional and national horticulture organizations.
- Assist in engaging and supporting the Cheyenne Botanic Garden volunteers, foundation board members, event committees, partnering organizations, and donors.

Organizational Budget, Management and Expansion

- Manage the operating, projects, and investment budgets for organization.
 - Work with contract accountant, Treasurer, and Finance Committee to plan, forecast, and establish operating, projects, and investment budgets annually.
 - Work with contract accountant, Board Treasurer, and Finance Committee to track revenue and expenditures across budgets.
 - Work with Cheyenne Botanic Gardens Director on identifying gardens' needs.
 - Work with Finance Committee to establish and uphold investment and spending policies for invested and cash accounts.
 - Assist Board in awarding annual grant to Cheyenne Botanic Gardens.

- Work with contract accountant to file state and federal reports.
- Work with contract accountant to pay bills for services and goods.

Fundraising

- Promote, oversee, and cultivate the membership program
 - Track membership, encourage renewals, and recruit new members.
 - Provide incentive for membership, including organizing and hosting member events with the CBG staff.
 - Act as liaison between members and the Foundation and municipal entity.
 - Establish and maintain membership records.
- Apply for and administer grants.
 - Write and submit proposals to both public and private grantmaking agencies for specific programming and projects.
 - Track spending of granted funds.
 - Submit reports and associated documentation to grantmaking agencies.
- Steward and grow the foundation memorial and lasting legacy giving program.
 - With the gardens Director and horticulture staff, identify specific memorial needs.
 - Work with donors and families on specific memorial projects and gifts from start to finish.
 - Establish and maintain relationships with memorial gift makers.
 - Work with community resources on providing information to donors on planned giving activities.
 - With CBG staff, establish and maintain records of memorial gifts.
- Raise funds for capital and annual campaigns.
 - Work with horticulture and executive staff of the Cheyenne Botanic Gardens to identify capital, renovation, and maintenance needs for specific campaigns.
 - Plan, market, and execute capital campaigns, as needed, and two (2) annual campaigns.
 - Track fundraising and spending of capital and annual campaign funds.
 - Establish and maintain records of donors to capital and annual campaigns.
- Maintain and grow relationships with corporate and business partners for annual sponsorship program.
 - Establish and maintain records of donors and funds raised through sponsors.
 - Steward incentives for participation in annual sponsorship program.
- Develop and coordinate public relations efforts.
 - Establish and maintain a membership and donor records for communication purposes.
 - Create and send monthly e-newsletter to membership and donors.
 - Correspond with donors and members through letters, emails, and phone, and in-person meetings.
- Coordinate and oversee special events and major campaigns

Supervision

The Executive Director shall work under the supervision of the Foundation's Board Chair. A high degree of independence will accompany this position.

Essential Functions

- Able to competently operate diverse office and donor tracking computer software.
- Physically able to assist with Foundation sponsored or related activities that occur at or in association with the Cheyenne Botanic Gardens.
- Demonstrate high competency in written and oral communication skills.
- Able to keep diverse data and organizational records.
- Able to read, understand, and enter into contracts with the support of the Board Chair.

Preferred Qualifications

- High level of understanding and experience in non-profit operations and management.
- Must be able to set and achieve strategic objectives and develop and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and potential and long-time donors, members, and sponsors.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Education and Experience

- Bachelor's degree in relevant field preferred.
- Preferred 3+ years experience in public relations and/or fundraising position(s).

Also refer to the MONTHLY ACTIVITIES list attached hereto.

Job Title: Executive Director

Location: The office of the Executive Director is located in the Cheyenne Botanic Gardens Shane Smith Conservatory building. Some functions of the position may be performed remotely.

Hours: Approximately 20 hours/week.

Compensation: \$36,000 to \$42,000 per year.

Benefits: This position does not include benefits.

Application Deadline: June 13, 2025.

To apply please send a cover letter and resume with references detailing your qualifications and interest in the role to:

Randy Byers, Chairperson

Friends of Cheyenne Botanic Gardens Foundation Board

randy@tdsi.us

307.630.8358