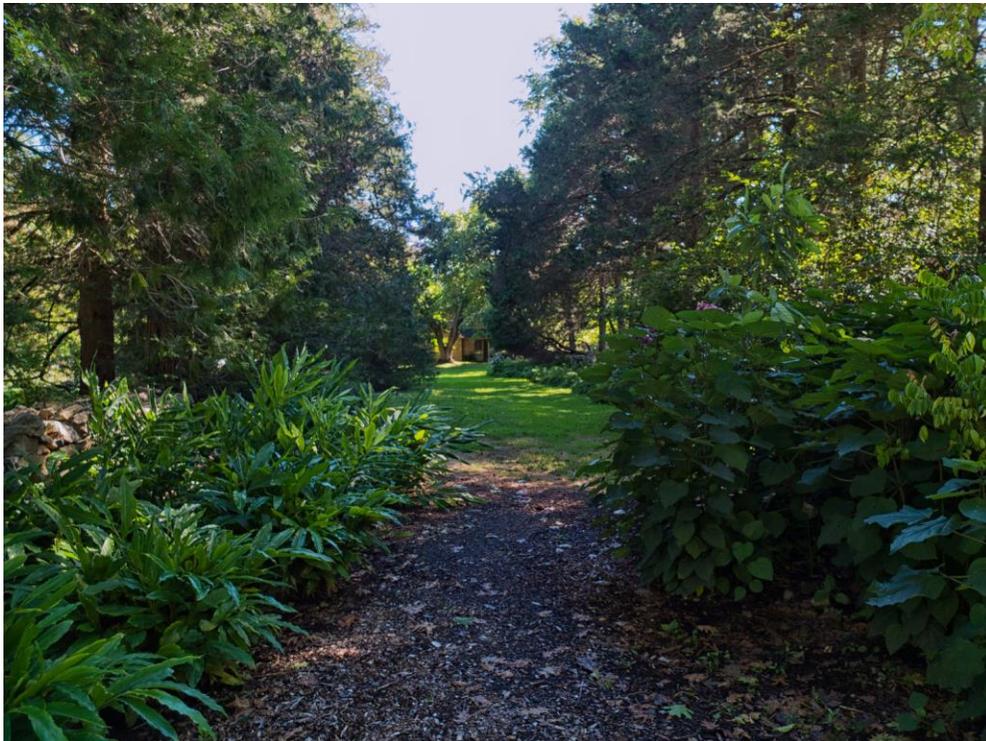




**BARTLETT ARBORETUM
& GARDENS**



Position Guide

Chief Executive Officer

<http://www.bartlettarboretum.org/>



POSITION: Chief Executive Officer

REPORTS TO: Board of Directors

LOCATION: Stamford, Connecticut

MISSION

The mission of the Bartlett Arboretum & Gardens is to cultivate and develop a diverse collection of trees, gardens, and plants for all to explore, enjoy and study; and to provide through education and stewardship, a greener, healthier, more beautiful environment.

VISION

To be a nationally recognized center of living collection expertise, education, stewardship, exhibition, and horticultural best practices.

ABOUT BARTLETT ARBORETUM & GARDENS

In 1913, Francis A. Bartlett, a well-known dendrologist and founder of the internationally known F.A. Bartlett Tree Expert Company, acquired 30 acres of North Stamford woodlands to use as his residence, training school and research laboratory for his successful tree-care company. Over the years he assembled a large number of woody plant specimens from all over the world.

By 1965, Mr. Bartlett's research laboratory had moved to North Carolina, and his Stamford home, which then covered some 64 acres, was purchased by the State of Connecticut under the Federal Open Spaces Program. At that time, the property was designated the Connecticut State Arboretum. A group of citizens who initially banded together to preserve what Mr. Bartlett had created formed the nucleus of what is now the Bartlett Arboretum Association.

When the Bartlett Arboretum opened to the public for the first time in 1966, the grounds and facilities were under the auspices of the Department of Environmental Protection, while the operations and programming were managed by the University of Connecticut's Department of Plant Science. In 2002,



the title to the land was transferred to the City of Stamford with the Bartlett Arboretum Association responsible for all managerial and operational oversight of the property. An additional 27 acres of adjacent city property was added to the Bartlett's existing property. Today, nestled among the historic landscape of Southwestern New England, the Bartlett Arboretum & Gardens is a natural preserve like no other in this region. The property features 93 acres of irreplaceable open space, highlighting the best of what Connecticut's native landscape has to offer: magnificent award-winning champion trees, charming gardens,

wildflower meadows, red maple wetlands and boardwalks, woodland walking trails, varied wildlife, and

native habitats. A wonderful getaway from the hustle and bustle of daily life, the Bartlett Arboretum serves as a leading recreational and educational resource for visitors of all ages. From weekend gardeners to budding botanists, to outdoor enthusiasts and families, the Bartlett offers a place to relax, learn, and unplug.

Bartlett Arboretum & Gardens fulfills its mission in many ways including:

- Linking visitors from our surrounding communities to the natural world through our grounds, exhibits and programming.
- Building a community that welcomes and respects the diversity of all visitors, staff, volunteers, donors, and advocates creating an inclusive environment.
- Providing comprehensive environmental, horticulture and plant science educational programs for children and adults of all ages and abilities.
- Preserving the historical significance of the Bartlett Arboretum for current and future generations.
- Creating opportunities for inspiration, recreation, enjoyment, and exploration of the natural world for all who visit.
- Maintaining plant collections that celebrate biodiversity and reflect the ecology and character of our region.
- Promoting conservation and principles of sustainable landscape management.



The Bartlett Arboretum has a staff of ten (which fluctuates with seasonal employees and interns), a 20-member Board of Directors and a 10-member Advisory Board. With an operating budget of \$1.1 million, revenues come from the City of Stamford, educational program fees, events, contributions, and facility rentals.



THE OPPORTUNITY

The Bartlett Arboretum Board of Directors seeks a passionate and mission-driven leader with a growth mindset who excels in community engagement and can articulate, advocate, and inspire others to support the Arboretum's success. Working together with the Board of Directors, the CEO will recommend and execute future-focused strategy and growth. The Bartlett is in a stable financial position with a talented staff and strong governance structure. Building on its historic legacy, the Bartlett looks ahead to a future marked by growth, innovation, and greater enhancement of its reputation in the regional and national public garden space. The CEO will have the opportunity to conduct a capital campaign in the near future, strengthen the Bartlett's civic and community

partnerships, and enhance and expand its programming to broaden its audience. The Bartlett plans to build and sustain a strong membership model and hopes to use technology to leverage its reach and reputation. In addition, the Bartlett hopes to explore how it might have a local voice and perspective in the global conversation about the importance of a green and healthy planet. The CEO will contribute to the Bartlett's strategic plan and identify pathways to further collaborate and partner with the public garden community regarding best practices in horticulture, education, and conservation.



CANDIDATE PROFILE

Organizational Leadership

The CEO possesses a high level of business acumen and broad management skills to ensure the Arboretum and its mission, programs, and services are consistently presented in a strong, positive image to all stakeholders. The CEO embraces the vision of the Arboretum as established by the Board; leads the day-to-day operations; coalesces support around direction and priorities among Board, staff and other key stakeholders; secures funding for priority initiatives; provides effective supervision, delegation and accountability of staff; creates an engaging, respectful and inclusive work environment; and serves as an active and visible liaison to the City of Stamford and surrounding communities.

Partner and Relationship Builder

The CEO builds and cultivates a network of relationships, is influential in the community to increase awareness and appreciation, and is viewed as a thought leader in the field. The CEO leverages the Arboretum's unique position to proactively increase the visibility and reputation of the organization. Politically savvy, the CEO thrives in partnerships and successfully navigates the dynamics of the local and regional environment, particularly in relations with other nonprofit organizations and public/private partnerships.

Visionary

The CEO is the Chief Mission Officer of the Arboretum and has a clear vision for the organization, confronting the complex realities of the environment and inspiring a better future by providing purpose, direction, and motivation. A focus on strategic leadership and brand identity is balanced with authenticity, respect for others, and trust-building within the organization, with the Board of Directors, and with stakeholders. The CEO drives the organization to a higher level of performance, efficiency, and growth through inspiring action and commitment to best results.

Fund Development

The CEO is a relationship builder and is effective at generating and growing financial support for the Arboretum. The CEO oversees all aspects of fund development and understands the importance of raising funds by effectively engaging and linking a variety of donors, including individuals, corporations, grants, and volunteers, to inform and contribute to advancing the Arboretum's mission. Capital campaign experience in the nonprofit sector will be critical.

Key competencies include:

- Strong business acumen with experience overseeing the financial programs of an organization including operating and capital budgets and annual audit. Continual focus on maintaining financial sustainability. Demonstrated ability to manage and grow/transform an institution/business by executing on a strategic plan.
- Active commitment to fairness, justice, and equality in every aspect of decision-making.
- Outstanding reputation for authentic leadership; commitment to being an ally and advocate for staff. A team builder who fosters highly effective and collaborative learning teams.
- High degree of interpersonal skills and emotional intelligence; established strong credibility; must be personable, empathetic, and diplomatic in working with a diverse constituency and creating an inclusive environment for the public and staff.
- Experience fostering an effective, engaging, and transparent working relationship with the Board of Directors and partnership with the Board Chair.
- General knowledge of building and grounds maintenance and repairs; experience working with vendors and contractors.

Key Responsibilities:

- Lead the institution with a growth mindset, using creative, progressive, and proactive approaches to leverage the Arboretum's unique attributes and increase visibility, reputation, diversity, and impact.
- Lead all aspects of the master planning initiative, including project management and capital campaign strategy.
- Serve as talent developer and leader of the Arboretum staff, including hiring, reviewing, and evaluating job performance. Work in collaboration with HR Committee.
- Develop, promote, and defend budget for City operational and capital funding to Mayor, Administration, and elected Boards and Commissions.
- Provide for the engagement, motivation, development, and evaluation of contributors, including volunteers.
- Lead and maximize the institution's programming, engaging all generations and cultures in our shared mission of exploring, explaining, and celebrating the natural world.
- Establish and deliver on development and fundraising plans; play an active and productive role in raising funds, donor engagement, events, membership, community funding, and identifying/leveraging other sources.
- Develop a strategy for effective public relations, including both traditional and social media, and ensure rapport with members of the community to increase awareness and appreciation of the value of this city-owned unique property.

A bachelor's degree from an accredited institution is required. Experience with public gardens and an affinity and passion for the mission of public gardens must be demonstrated. Experience in nonprofit management and governance is preferred. A background in horticulture, botany, or arboriculture is a plus. To learn more about the programs and activities at the Arboretum please see www.bartlettarboretum.org.

The Bartlett Arboretum is committed to a policy of equal employment opportunity and welcomes a pool of diverse candidates.

To apply, please send a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3cwXTAO> (click on the Apply button at the bottom of the page).