



Director of Programs and Education

Mission:

Massachusetts Horticultural Society (Mass Hort) is dedicated to encouraging the science and practice of horticulture and to developing the public's enjoyment, appreciation, and understanding of plants and the environment. The Gardens at Elm Bank, a 36-acre public garden located within the historic Elm Bank Reservation in Wellesley/Dover, MA, is a venue for teaching the public about plant biology, horticulture, and the natural world.

Summary:

The Director of Programs and Education fulfills a key leadership role that reports directly to the Executive Director and is responsible for developing, leading, managing and promoting all aspects of Mass Hort's mission-critical and revenue-generating programs. The Director is responsible for creating a culture of customer service, and setting and meeting all programmatic earned income goals.

Working closely with the Executive Director, senior staff and the Board, the Director ensures that the organization maintains an integrated and enterprise-wide approach to mission-driven programmatic offerings and department performance.

Key Functions:

- Provide the creative leadership and outreach necessary to develop cutting edge programs that build Mass Hort's brand and the reputation of The Gardens at Elm Bank.
- Develop Adult and Youth education classes and programs, recruit teachers, speakers, authors and workshop presenters.
- Oversee the delivery of Adult and Youth education by handling registrations, supervising volunteers and providing support to classes, and teaching in the gardens and off-site through the Plantmobile program.
- Design and develop free public programs to attract and retain membership and meet Mass Hort's mission.
- Manage and lead the programs and education team of part-time staff and volunteers by setting an exceptional standard for customer service, guest hospitality, thoroughness in planning, attention to detail, communication, and follow through.
- Work closely with fellow department directors in planning, staffing, and implementation of special events, including educational workshops, seminars, concerts, fundraisers, and flower shows.



Qualifications:

- A minimum of three years in a senior-level management role successfully leading and delivering creative, well-attended, and financially successful programs.
- BS in Education, Horticulture, Botany, Environmental Studies or related field.
- Experience contributing to the successful productivity of a senior management team in a collaborative work environment.
- Proven track record of developing, funding, marketing, managing and evaluating programs and events.
- Proficiency in Microsoft Office products, Publisher, Adobe, Constant Contact, WordPress website templates, multiple social media platforms, event booking software, and other communication vehicles.
- Customer service orientation and ability to work with varied constituencies, partners and customers.
- Love of teaching and learning.
- A passion for plants, gardens, and horticulture.
- Schedule flexibility and a willingness to work on evenings and weekends, as needed.
- Excellent written and oral communication skills.

Reports to: President/Executive Director

Supervises:

1. Garden Education Instructor (part-time)
2. Education volunteers

Status: Full time, permanent, exempt.

TO APPLY

Interested individuals should send their resume and cover letter to: careers@masshort.org

Mass Hort is an Equal Opportunity Employer and is committed to recruiting a broadly diverse pool of candidates for this position.