



September 23, 2021

ANNOUNCING OUR SEARCH FOR A NEW EXECUTIVE DIRECTOR

Deemed “One of the World’s Ten Best Botanical Gardens” by Travel + Leisure Magazine, Tohono Chul has been celebrated by Tucson as one of its “best kept secrets” for over a quarter of a century.

Tohono Chul is a private non-profit 501©3 whose mission is to enrich people’s lives by connecting them with the wonders of nature, art and culture in the Sonoran Desert region and inspiring wise stewardship of the natural world.

Set on 49 acres of lush desert, the vibrant offerings at Tohono Chul bring thousands of visitors to stroll on winding paths through themed botanical gardens, sit in a relaxing quiet spot, play with their children, view wildlife, attend an art and garden exhibit in one of the exhibit galleries, buy local products in the gift shop, gain knowledge in a lecture or guided tour, or enjoy a meal in the Bistro, all while enjoying spectacular views of the Santa Catalina mountains.

Tohono Chul is located in Tucson, Arizona in the heart of the Sonoran Desert. Known for its desert sunsets, beautiful saguaro cacti, and 286 sunny days a year, Tucson is growing and has a lot to offer: rich, diverse history; affordability; revitalized downtown; outdoor

*7366 Paseo del Norte | Tucson, AZ 85704 | (520) 742-6455 |
tohonochul.org*

recreation,
the best
the world.



and 25 miles of
Mexican food in
But it's the

unique Sonoran Desert environment that really makes Tucson special. It is the most biologically diverse of the U.S. deserts and is home to thousands of plant, animal, bird, and insect species.

The Board of Trustees is seeking candidates to provide visionary leadership for this special place and its dedicated staff, board, volunteers, members, and visitors. Candidates are invited to submit a cover letter and resume [through Indeed here:](#)

<https://www.indeed.com/job/executive-director-e282c77df3205a2e>. If you have questions or want to learn more, please email us through the Indeed platform and we will get back to you as soon as possible. The position is open until filled, but candidates should apply before October 24, 2021 to receive early consideration.

For more information about Tohono Chul, visit us at www.tohono-chul.org.

Job Description: Executive Director

Responsible to: Board of Trustees

Salary Range: \$110,000-150,000

7366 Paseo del Norte | Tucson, AZ 85704 | (520) 742-6455 |
tohono-chul.org

Overview:

The Executive Director provides strategic vision and leadership in the achievement of the organization's mission to enrich people's lives by connecting them with the wonders of nature, art and culture in the Sonoran Desert region and inspiring wise stewardship of the natural world. The Executive Director works with the Board of Trustees and management team to ensure financial sustainability of Tohono Chul as a business relying on thousands of visitors per year, and as a nonprofit relying on the generous philanthropic support of its donors.

Essential Functions:

Leadership:

- Provides leadership for the organization's continued growth, success, and sustainability.
- Embodies, shares, and aligns others to Tohono Chul's vision, mission, values, and organizational culture.
- Develops innovative ideas and initiatives for expansion in line with the strategic plan.

Management and Staffing:

- Creates and sustains a workplace culture that is mission-driven, collaborative, accountable, and committed to transparent communication, ethical action, and outstanding service to the community.
- Ensures Tohono Chul is a fair, equitable, diverse, accessible, inclusive, and exceptional place to work.

7366 Paseo del Norte | Tucson, AZ 85704 | (520) 742-6455 |
tohonochul.org

- Ensures the organization follows all relevant employment laws and has appropriate personnel policy and procedure.

Strategic Vision and Planning:

- Works in collaboration with the Board of Trustees to develop the strategic vision and plan.
- Ensures a collaborative, engaging, effective, and equitable planning process.
- Provides leadership to the staff in implementation and bringing the vision to life.

Community and Public Relations:

- With superior verbal and written communication, serves as the chief spokesperson for the organization.
- Represents Tohono Chul to its customers, members, donors, and volunteers.
- Ensures Tohono Chul has a strong marketing plan and public relations strategy that supports organizational visibility and brings more visitors to Tohono Chul.
- Develops and maintains a leadership presence in the local community in key strategic communities, networks, and organizations.
- Ensures Tohono Chul continues to engage a diverse cadre of volunteers.

Collaborative Partnerships:

7366 Paseo del Norte | Tucson, AZ 85704 | (520) 742-6455 |
tohonochul.org

- *Seeks, cultivates, and maintains strategic partnerships in the community that benefit Tohono Chul and ensure organizational growth and development.*
- *Engages a diverse range of communities in the mission and enjoyment of Tohono Chul, including marginalized groups.*

Financial Management:

- *Ensures sound financial management of the organization in conjunction with the Board of Directors, treasurer, finance committee, and appropriate staff.*
- *Oversees development and management of the organization's budget and other financial plans.*
- *Ensures proper and productive management of the organization's assets and investments.*

Fund Development:

- *Serves as chief development officer and ensures Tohono Chul has the resources to fulfill its fundraising and financial goals, strategic plan, and operations.*
- *Develops and implements a fund development plan that maximizes and diversifies the organization's funding sources.*
- *Nurtures relationships with existing loyal donor base and seeks to broaden donor relationships.*

Board Partnership:

*7366 Paseo del Norte | Tucson, AZ 85704 | (520) 742-6455 |
tohonochul.org*

- Works with the Board members to develop and nurture a strong partnership between the executive director and the Board of directors.
- Ensures that the Board of Trustees and Board committees are appropriately staffed, supported, and informed in order to fulfill their purpose for the organization.
- Serves as a member of the Board of Trustees and attends all Board meetings.

Programs and Administration:

- Supervises daily operations of all departments.
- Ensures oversight and evaluation of interpretive programs, special exhibits, and operational plans.
- Conducts and manages capital improvement plans and budgets.
- Ensures proper risk management, safety plans, and precautions.
- Conducts periodic inspection tours of grounds, facilities, and equipment. Investigates and resolves complaints and problems.

Requirements: Candidates must have –

- Bachelor's Degree in business management, nonprofit management, arts and culture, museum studies, humanities, ecology, marketing or other applicable field
- 10+ years' senior leadership experience in a medium-to-large sized nonprofit
- Industry experience related to nature, arts, culture, museum management, education, botanical gardens, museums, conservation, or earth sciences

Preferred: Preference will be given to candidates who have –

7366 Paseo del Norte | Tucson, AZ 85704 | (520) 742-6455 |
 tohonochohul.org

- *Master's Degree in business management, nonprofit management, arts and culture, museum studies, humanities, ecology, marketing or other applicable field*
- *Experience serving as a nonprofit executive director or CEO*
- *English and Spanish fluency*

The ideal candidate for this leadership position will:

- *Be an active listener who elicits input and collaboration, then takes confident and decisive action*
- *Have the respect of the community*
- *Have a proven fundraising record*
- *Excel at strategic thinking and planning as well as tactical execution*
- *Be a superior verbal and written communicator*
- *Honor the rich history and heritage of Tohono Chul while looking forward to an innovative, exciting future*