

**Friends of the Oak Park Conservatory
Executive Director Part-time Job Posting**

POSITION TITLE: Executive Director

REPORTS TO: President of the Board of Directors

CLASSIFICATION: Part Time, Non-Exempt

HOURS: 945 hours/year, average of 18-20 hours/week

SCHEDULE: Three to four days a week in the office (located at the Oak Park Conservatory, 615 Garfield) with some flexibility in scheduled times; Must be available for meetings and events, including occasionally on weekends or evenings.

COMPENSATION: commensurate with experience

THE ORGANIZATION:

In partnership with the Park District of Oak Park, the Friends of the Oak Park Conservatory is a premier volunteer organization in Oak Park that fulfills its mission, preserves the Conservatory for future generations, and connects visitors to nature and horticulture with the goal to inspire future stewards of our environment.

Our mission is to promote community interest in the Oak Park Conservatory, to offer educational and recreational opportunities, and to support projects that benefit the Conservatory.

Our programs and events fall into three categories: fundraising, education, and community building.

OBJECTIVE:

The Executive Director is an employee of the Board of Directors and is jointly responsible with the Board, for the organization's consistent achievement of its mission, strategic plan, and financial objectives.

- Works closely with the Board President and other officers to ensure that the day-to-day operations of the organization are carried out in collaboration with committee chairs, staff and volunteers.
- Supervises two part-time staff: Volunteer and Program Coordinator and Operations Coordinator
- Works closely with Park District of Oak Park staff and Park District Ex-Officio Board member to maintain our partnership and a positive working relationship.

QUALIFICATIONS:

Leadership Experience:

- Funding Development
- Volunteer Management and Development
- Event and Program Development
- Membership Program Development

Management:

- Background in volunteer nonprofit management highly desirable
- Supervisory experience
- Ability to work effectively with a broad demographic of people
- Good organizational skills, able to set priorities

Funding Development:

- Background in funding development highly desirable
- Excellent verbal/writing skills
- Able to handle confidential information
- Able to build and maintain relationships with community organizations and individuals
- Familiarity with grant writing

Skills:

- Proficient with Microsoft Office, Google applications, and other relevant software
- Comfortable learning new software and online technologies
- Familiarity with QuickBooks Online

The ideal candidate will also be someone who is:

- A good listener
- A creative problem solver
- Can maintain a collaborative and flexible work style
- Comfortable with social networking

JOB RESPONSIBILITIES:

The Executive Director shall be responsible for

- providing leadership, guidance, and oversight of Board work in the areas of
 - Funding Development
 - Events and Programs
 - Education
 - Membership
 - Volunteers
 - Marketing/Communications
 - Financial Management

The Executive Director shall be responsible for

- Personnel Management
- Program Support Administration
- Operations Management

For more information about FOPCON, visit www.fopcon.org

FOPCON is a 501(c)(3) nonprofit located at the Oak Park Conservatory, 615 Garfield, Oak Park, IL