INTRODUCING THE DALLAS ARBORETUM

Known as a “Top 10” garden in the United States, the Dallas Arboretum and Botanical Garden (DABS) opened in 1984 on the shore of White Rock Lake in the heart of Dallas with two historic properties and one festival—Dallas Blooms. Today, the organization has developed close to 30 breathtaking gardens and hosts three spectacular major, month-long festivals—Dallas Blooms, Autumn at the Arboretum and Holiday at the Arboretum—as well as year-round events and education programming.

The Dallas Arboretum welcomes more than a million residents and visitors from more than 90 countries each year. More than 45,000 Members are proud to call The Dallas Arboretum “their garden.”

Location & Roots

In 1977, the City of Dallas Park Board recommended that the grounds of the DeGolyer Estate, which the city purchased from Southern Methodist University, be the official location of the botanical garden. Over the following decade, support for the Dallas Arboretum grew among business and community leaders. By 1980, DABS had raised over $1 million and purchased the 22-acre Alex Camp House, adjacent to the DeGolyer Estate, bringing the total size of the Arboretum to 66 acres. Both houses are located on beautiful White Rock Lake, the city’s largest lake and park. The gardens opened to the public for the first time in 1984 and have become what is considered the jewel of Dallas.
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Accolades & Strategic Focus

Today, the Dallas Arboretum is listed among the top public gardens in the world, named “one of the most breathtaking gardens in the world” by Architectural Digest and “one of the South’s best botanical gardens” by Southern Living.

The Dallas Arboretum excels as both a beautiful display garden and an innovative leader in horticulture, as public gardens and as part of a private-public partnership.

Programming at the Dallas Arboretum is guided by four strategic pillars:

- Community
- Education
- Innovation
- Industry

Community

How does Dallas Arboretum continue to be among the top public gardens in the world? Year-round events, popular festivals and activities for all ages keep residents returning and visitors attending, making it a must-visit destination.

Festivals

The Dallas Arboretum hosts three month-long festivals each year: Dallas Blooms, Autumn at the Arboretum and Holiday at the Arboretum. Dallas Blooms is the largest annual floral festival in the Southwest, and the other two festivals attract close to 200,000 visitors each.
**Community, Member & Cultural Events**

Concerts on the lawn and in the garden are extremely popular throughout the year, as well as arts and culture classes and member-only events. Not only are special events a major draw to the Dallas Arboretum, but so are annual celebrations of diversity. Annually, the Dallas Arboretum hosts **Black Heritage Celebration**, **Hispanic Heritage Celebration** and **Pride in Bloom**.

**Private Celebrations**

There is so much to celebrate at Dallas Arboretum. North Texas residents, out-of-town visitors and corporations often utilize the garden to celebrate their most meaningful milestone events. The Dallas Arboretum hosts more than 700 **weddings**, corporate events, nonprofit fundraisers and other special occasions each year.
Education

The Dallas Arboretum has one of the country’s premier children’s education programs, teaching nature, life and earth sciences to elementary school students across North Texas.

*Rory Meyers Children’s Adventure Garden*

In 2013, the Dallas Arboretum opened its eight-acre, $63 million Rory Meyers Children’s Adventure Garden to help children learn about science in a hands-on interactive manner. This garden has been described as a “museum without walls” and “where science and fun become one” and is intended to spark interest in science from an early age.

Since it opened, more than 841,000 children and teachers have visited. The Children’s Garden features daily STEM activities, lab experiments and 17 galleries that teach science concepts.

*Certifications*

The Dallas Arboretum’s Texas Native Wetlands exhibit is certified as an official field site for Texas Parks and Wildlife Department’s Texas Aquatic Science program, and the Moody Oasis is certified as a Monarch Waystation. The Rory Meyers Children’s Adventure Garden is certified as a wildlife habitat by the National Wildlife Federation.

Innovation & Industry

Along with being one of North America’s finest display gardens, the Dallas Arboretum is also a leader with its Trial Gardens, which were created to expand research efforts and provide information to both the horticultural community and visitors.

Recognized around the world for its premier warm weather plant trials program, DABS’ research has expanded the palette of horticultural products available for use in North Texas. The garden is a living laboratory for annually planting, testing and trialing thousands of heat-tolerant plants from more than 150 plant breeding companies.

Our gardens represent cutting-edge horticultural research with heat tolerant plants. The horticulture team then shares these results with industry leaders so that the plants can be offered to the community.
Position: President/CEO  
Reports To: Board of Directors  
Location: Dallas, Texas

The Dallas Arboretum seeks a strategic, forward-thinking leader to cast a vision for the garden of the future while sustaining its reputation of excellence. Our next leader will embody the following skill set and qualities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Management & Administration*

- Supports an inclusive strategic planning process and ensures long-term planning decisions to maintain and expand the excellence of the Arboretum and provide a framework for setting annual program and project goals.
- Oversees annual goals and objectives with staff and reviews projected needs and funding.
- Administers policies, guidelines and priorities for effective management and development of the garden.
POSITION OVERVIEW

Fundraising & Communications

- Increases and diversifies DABS’ funding sources with an emphasis on growing the endowment, corporate and private giving, and membership.
- Serves as the chief spokesperson for DABS and ensures appropriate representation to its multiple constituencies.
- Raises the garden’s visibility by developing and implementing a sustainable marketing campaign geared toward increasing garden visits and events.

Fiscal Management

- Assists in the development of annual, long-term and special project budgets.
- Approves significant expenditures and ensures proper fiscal records and reporting.
- Ensures appropriate risk management, effective audit reports and compliance with requirements of funding sources, regulations and contracts.
- Collaborates with the Board Treasurer, Finance Committee and CFO on financial planning and revenue diversification.

Personnel Management

- Hires and supervises an effective management team.
- Works with the HR Director to ensure the use of legally compliant hiring and termination procedures, disciplinary actions, annual performance evaluations and professional development opportunities.
- Administers Board-approved personnel policies.

Board Relations

- Serves as staff liaison to the Board of Directors and the Executive, Nominating and Finance committees, as well as committees focused on generating contributed or earned revenue.
- Collaborates with the Board Chair to oversee the staffing of all other committees, Board engagement through standing committees and new Board Member onboarding.
- With the Board Chair, ensures governance compliance with appropriate meeting agendas, materials and documentation.
- Keeps the Board Chair fully informed, in a timely manner, on operations, garden conditions and strategic initiatives.
CANDIDATE PROFILE

Experience

- Senior-level leadership in a similar venue that delivers an extraordinary visitor experience.
- Affinity for the mission of public gardens or museums, as well as ability to inspire others to support and participate in the mission.
- Knowledge of best practices and emerging trends in management of cultural resources.
- Specific experience with public gardens is preferred.

Skills & Competencies

- Ability to transform ideas into specific, goal-driven outcomes.
- Effective 501c (3) managerial oversight and fiscal accountability, including demonstrated results in administration, operations, finance and governance.
- Significant record of revenue generation, endowment building and fundraising success.
- Background in building, coaching and leading a high-quality, collaborative team of tightly coordinated, professional and accountable staff.
- Excellent project management extending from basic infrastructure improvements to large-scale capital construction projects.
- Understanding of city, state and federal regulations as related to 501c (3) organizations.
- Ability to develop and sustain positive, effective relationships with city and community resources.

Education & Credentials

- Bachelor’s degree and at least 10 years of significant oversight and management at a nonprofit organization.
- Five or more years of supervisory experience is desired.
The mission of the Dallas Arboretum & Botanical Garden is to build and maintain a public venue that promotes the art, enjoyment and knowledge of horticulture, while providing opportunities for education and research. We are committed to excellence, inclusion, good management and fiscal responsibility.

**Financial Health**

The Dallas Arboretum’s annual budget is $28 million, and the organization has operated in the black for the last 28 years. Revenue is generated through a mix of funding sources, including annual memberships, gate admissions, parking fees, private events, corporate sponsorships, individual donors and a recently formed endowment.

The Dallas Arboretum Foundation is a separate nonprofit corporation focused on building an endowment to support the long-term financial stability of the Arboretum. The Foundation raises funds through planned giving, giving to support capital projects and unrestricted donations to the endowment. As of May 31, 2023, the endowment was valued at $15.3 million.

Additionally, the Dallas Arboretum leadership has raised more than $120 million and reinvested it into the city-owned property. City bonds have supplied an additional $20.5 million. Combined, these funds have been utilized for new gardens, significant renovations, new festivals, and garden and grounds maintenance to uphold the Dallas Arboretum’s reputation as a top destination.
Operations & Governance

The Dallas Arboretum is owned by the City of Dallas, supported in part by the Dallas Park and Recreation Department and operated by the Dallas Arboretum and Botanical Society, Inc., a nonprofit organization. An exceptionally successful public/private partnership, the organization is committed to excellence, good management and fiscal responsibility.

Daily operations of the 66-acre garden destination are executed by more than 200 paid staff members and 400 active volunteers, many of whom contribute at least 10 hours per week. Last year, more than 3,100 volunteers contributed nearly 85,000 service hours in the garden, representing $2.5 million in value to the organization.

The Dallas Arboretum is governed by a 75-member working Board of Directors, according to the organization’s bylaws and in close collaboration with senior leadership, standing committees and staff.

Vision for the Future

The Dallas Arboretum is solidly positioned to sustain its well-earned reputation as one of the nation’s leading public gardens. The organization seeks a dynamic, passionate, inspiring and inclusive leader to build on its legacy of successes and to take the garden into the future. Specifically, this leader will help grow the endowment, raise funds and maintain the garden’s reputation as a top attraction, while taking care of its membership and diversifying revenue streams.
Dallas, Texas, is the ninth largest city in the US, attracting people from around the country because of its vibrancy, pro-business climate, central location, excellent housing choices and an abundant workforce. This growth is no accident – Dallas provides some of the best quality of life in the country. With a vibrant urban life, Dallas residents can cheer on home teams at the professional and college level – major league sport teams in football, baseball, basketball and hockey, as well as very competitive soccer; in its immediate vicinity there are a horse racing track and a motor speedway, as well. Restaurants are plentiful and the choices are excellent -- one can find any cuisine imaginable executed with flavor and in wonderful settings. Dallas’ theater and fine arts scene is extremely active, with musical theater and frequent Broadway productions, a notable symphony hall and an acoustically marvelous opera house. Dallas is home to various notable museums – the Dallas Museum of Art and the Perot Museum of Nature and Science, among others. And of course, the jewel among all other notable attractions and that which is the most visited of all -- the award-winning Dallas Arboretum and Botanical Garden.

Image courtesy of Visit Dallas
Dallas Arboretum and Botanical Garden offers a competitive salary and benefits package.

The salary range for this position annually is between $375,000-$400,000. The comprehensive benefits package includes medical, dental, vision, FSA, life insurance, short- and long-term disability and a 401(k) plan. Additional benefits include education assistance as well as generous paid time off, nine company holidays and paid sick leave.

Diversity Commitment & Employer Requirements

The Dallas Arboretum is an equal opportunity employer and values diversity. The Dallas Arboretum does not discriminate on the basis of race, religion, color, sex, national origin, gender identity, gender expression, sexual orientation, age, marital status, veteran status or disability status. The Dallas Arboretum and Botanic Garden complies with all applicable equal employment opportunity legislation in each jurisdiction in which it operates.

How to apply

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC.

SUBMIT YOUR APPLICATION TO KITTLEMAN ONLINE AT HTTPS://BIT.LY/45GTLHZ (CLICK THE APPLY BUTTON AT THE BOTTOM OF THE PAGE)