



**DALLAS ARBORETUM**  
**AND BOTANICAL GARDEN**

**Chief Operating Officer • Dallas Arboretum and Botanical Garden**

**Position Guide • May 2024**



## OVERVIEW

**Position** Chief Operating Officer

**Reports to** Chief Executive Officer

**Location** Dallas, TX



### MISSION

The mission of the Dallas Arboretum and 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.



## ABOUT DALLAS ARBORETUM AND BOTANICAL GARDEN



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 47,000 members are proud to call the Dallas Arboretum “their garden.”

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.

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 is rated the #1 cultural attraction in the city of Dallas and excels as both a beautiful display garden and an innovative leader in horticulture, as public gardens and as part of a private-public partnership.



## POSITION SUMMARY

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.

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.

The primary responsibility of the Chief Operating Officer (COO) is to assist the President and Chief Executive Officer by monitoring and providing oversight for general organizational direction and planning, sensitive timeline compliance, major projects, and city and community issues related to the Arboretum. The COO is the point of contact with direct and indirect guidance over major departments. The COO will also contribute to overall team effort.



## CANDIDATE PROFILE

The Dallas Arboretum seeks a senior executive with proven senior management and leadership experience in a similar position at a public garden, arboretum, science center or related nonprofit organization.

The COO is a vital member of the staff leadership team who will work closely with an active volunteer Board of Directors. The successful candidate must demonstrate the ability to understand and operate effectively within a 501(c)(3) nonprofit governing environment while providing strong leadership in the implementation of best practice management techniques in business. The ability to work with and understand government agencies would be considered a plus.

This individual's background and experience would include strong business management skills with broad experience managing a full range of operating departments and functions. Crucial to this role will be a strong understanding of business processes including strategic planning, operations, budgeting, P&L, financial analysis, and regular reporting to the CEO. Experience and achievement in managing large scale capital projects is essential.

This individual must have demonstrated success in effectively collaborating with teams from multiple departments and/or functions across the organization for the purpose of achieving common goals and objectives. This leader will review and provide input into annual departmental budgets for reporting departments and will oversee and train, evaluate, and effectively manage assigned direct reports.

The successful candidate must have excellent people and organizational skills to lead and develop a variety of personalities to ensure deadlines are met, quality and accuracy never waver, and organizational and departmental goals are met or exceeded.

The ideal COO will have the ability to develop and sustain positive and effective relationships with city and community resources. This person will stay current with relevant city ordinances and regulatory guidelines affecting the Arboretum. The COO will develop and maintain positive city and community relations and follow through for successful contract and agreement compliance. This person will provide representation for the President as directed in contract, code and zoning issues. This leader will act on behalf of the President in specific situations as stipulated by the President. The COO also will effectively interface with relevant Standing and Board Committees.

## CANDIDATE PROFILE

This leader is goal and deadline driven. The COO must be organized with the ability to multitask successfully and have a professional work ethic. The ideal candidate is flexible, diplomatic, responsive and self-motivated. This person has good judgement and problem-solving skills. The COO should be well-prepared to motivate and engage staff.

This role requires a bachelor's degree plus seven years in significant organizational/departmental management at a nonprofit organization preferred; five plus years supervisory experience desired. The ideal candidate has excellent verbal and written communication skills using correct grammatical and professional writing techniques and a professional image both on the phone and in person. This person should have good computer skills such as great proficiency in MS platform and specific computer applications as needed.

This position requires the ability to sit for extended periods of time for office functions and to physically walk and monitor the property and to provide tours. The COO will be expected to work flexible hours, including nights and weekends.



### The Dallas Arboretum and Botanical Garden offers a competitive salary and benefits package.

The salary range for this position annually is between \$235,000-\$250,000. 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**

**(CLICK THE APPLY BUTTON AT THE BOTTOM OF THE PAGE)**

For more information about Dallas Arboretum and Botanical Garden, visit

<https://www.dallasarboretum.org/>.