DESCANSO GARDENS JOB DESCRIPTION

Position: Director of Education
Department: Education
EEO Category: Administrative
Reports To: Chief Executive Officer
Status: Full Time, Exempt, 40 hours weekly

JOB DESCRIPTION:
Under the direction of the CEO and in support of the Descanso Gardens’ mission, the Director of Education is responsible for the development, implementation, and evaluation of education programs offered by Descanso Gardens, including but not limited to School Programs, Public Programs, Volunteer Programs and Community Partnerships and Engagement. As a member of the senior management team, the Director of Education contributes to institution-wide strategic planning, discussion of operational goals/priorities, attends Board meetings, and participates in Board committees and cross-departmental working groups as appropriate. In collaboration with other staff, this position helps develop institution approaches to interpretation and access to meet the needs of the diverse audiences we serve. This position is highly visible working directly with schools, visitors, volunteers, donors, and members of Descanso Gardens in addition to working with internal and contracted team members.

JOB CLASSIFICATION:
This is a full-time exempt position and includes evening and/or weekend hours, depending on the needs of the organization. At time of hire, the agreed upon schedule is Monday through Friday, 8:30am – 5:00pm.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include but are not limited to:
• Participate in institution-wide strategic planning, master-planning, goal-setting, and interpretive planning. Staff and/or serve on related board committees as appropriate.
• Serve on or lead cross-departmental teams related to major projects, ongoing operations, and new initiatives as appropriate.
• Work with the CEO to set goals for the Education department.
• Lead, direct, and supervise the day-to-day operations of the Education department.
  o School programs: Oversee single visit, multi visit field trip programs, and teacher professional development programs.
  o Public programs: Develop and implement a broad range of programs to meet the needs of diverse audiences, support strategic goals, grant commitments, and institutional mission.
  o Volunteer Programs: Oversee all aspects of volunteer program including recruitment, retention and recognition of volunteers.
  o Community Partnerships and Engagement: Support development and ongoing health of new and existing partnerships. Look for opportunities to broaden and deepen outreach and relationships with a diversity of communities and organizations.
• Ongoing evaluation of all programs to include feedback on visitor experience and attendance and program impact.
• Supervise team of 5 Education staff.
• Oversee Volunteer Advisory Council and support school programs and public programs volunteer teams.
• Represent Education department and organization at events and meetings.
• Develop and manage all department budgets.
• Other duties as assigned.

EQUIPMENT USED and PHYSICAL DEMANDS:
• Computer, phone, copier, printer, hand-held (two-way) radio, sound system, projectors, golf cart.
• Must be physically able to walk to various locations within the Gardens, which are not accessible via motor vehicle, and must be able and willing to work outside in all weather conditions.
• This position occasionally requires lifting of up to 15 pounds.

QUALIFICATIONS AND REQUIREMENTS:
• BA degree, preferably in a related field (education, museum education, etc.), or comparable experience in education, science, or related field required.
• A minimum of 5 years of experience and a track record in development, implementation, and evaluation of education programs in an education or cultural setting required.
• 3 years managing staff required.
• 2 years managing volunteers required.
- Working knowledge of informal learning theory and practice, museum visitor studies, history, botany or ornamental horticulture.
- Experience with outdoor education and early childhood education programs a plus.
- Well-developed interpersonal skills including the ability to work with colleagues, trustees, volunteers, and community leaders. Demonstrated experience working collaboratively with diverse groups, working with a multicultural workforce, and a sensitivity to and appreciation for cultural differences.
- Effective oral and written communication skills, including presentation skills with the ability to interact with employees at all levels of the organization as well as with external contacts, program participants, and general public.
- Demonstrated ability to manage and coordinate a team including hiring procedures, employee development, performance management, coaching and mentoring.
- Highly developed organizational skills, ability to conceive and implement events from inception to completion.
- Ability to respond flexibly and well in a dynamic work environment.
- High degree of discretion and sense of appropriateness. Ability to manage sensitive information, including contractor agreements and payment information and personnel information, responsibly and respectfully.
- It is essential that the candidate supports inclusion, diversity, equity and access goals and has experience working with related ideas and initiatives.
- Self-starter with strong organizational skills who can work independently as well as collaboratively with staff and external constituents.
- Knowledge of California schools, as well as experience working with California state learning standards.
- Intermediate knowledge of Microsoft Office, Gmail, Google calendar, Google docs, and Zoom required. Experience with Volgistics and Altru/Blackbaud or similar platforms is highly desirable.
- A valid CA Driver’s License is required.
- Must be willing to work flexible hours based on the operational needs of the department.
- Bilingual (English/Spanish) preferred, but not required.

Compensation: $90,000 - $100,000 depending on experience

To apply: Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to jobs@descansogardens.org with “Director of Education” in the subject line. We will accept resumes until the position is filled.

No phone calls please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered based on individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, gender, or marital status.