

Position:	Manager of Partnerships and Nature Access
Department:	Education and Exhibitions
EEO Category:	Administrative
Reports to:	Director of Education and Exhibitions
Status:	Full Time, Exempt, 40 hours weekly

JOB DESCRIPTION:

A key member of the Education & Exhibitions team, the Manager of Partnerships and Nature Access oversees school programs and develops and manages educational partnerships that provide garden access to traditionally underserved groups, support building of meaningful relationships between Descanso and outside non-profits, community groups, schools, and other organizations, meet the needs of the diverse audiences, and support institutional mission and priorities. Under the direction of the Director of Education and Exhibitions, the Manager identifies how partnerships can best support public programs, school programs, volunteer programs, and exhibitions and works with staff across the institution to oversee and facilitate partner activities. This position provides leadership and strategic direction to Education staff and volunteers and works closely with senior managers on major projects and initiatives. This position is highly visible working directly with partners, visitors, and volunteers of Descanso Gardens in addition to working with internal and contracted team members.

JOB CLASSIFICATION:

This is a full-time exempt position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include but are not limited to:

- Works with Director of Education and Exhibitions to execute strategic planning and both short and long-term goal setting for the Education department.
- Works with Director of Education and Exhibitions and other senior managers to identify opportunities for meaningful involvement of partner organizations in Master plan projects, strategic initiatives, public programs, exhibitions and grant related programs.
- Builds and maintains strategic relationships with community organizations, educational organizations, outreach and nature access organizations, and other like organizations.
- Oversees existing partnership programs (Harvest Garden, My Masterpieces).
- Develops and manages new partnerships and programs to provide meaningful access to the gardens to a diversity of communities.
- Leads and manages the day-to-day operations of school programs including single visit, multi visit field trip programs, and teacher professional development programs.
- Supervises and trains 2 Education and Exhibitions staff.
- Oversees program/project budgets and assists with managing departmental budget.
- Works with Education & Exhibitions team to ensure timely organization, development and delivery of educational content and programs.
- Participates in cross-departmental working groups.
- Represents Education department at events and meetings.
- Coordinates, schedules, trains, and supports programs volunteers.
- Assists with yearly reports, evaluation of departmental performance, and performance reviews.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- College degree or comparable experience in education, science, or related field required.
- A minimum of 2 years managerial experience in development, implementation, and evaluation of education programs in an educational or cultural setting.
- 2 years teaching experience required. At least 1 year experience working in an informal education setting preferred.
- 1 year managing staff or volunteers required.

- Working knowledge of informal learning theory and practice, museum visitor studies, and outdoor education.
- 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.
- 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 contractor files, including agreements and payment information, responsibly and respectfully.
- Intermediate knowledge of Microsoft Office, Gmail, Google calendar, Google docs and Zoom required. Experience with Volgistics and Altru/Blackbaud is highly desirable but not required.
- Basic knowledge of business processes such as accounts receivables, accounts payables.
- A valid CA Driver's License is required.
- Must be willing to work flexible hours based on the operational needs of the department.
- Bilingual preferred but not required.

EQUIPMENT USED and PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Computer, phone, calculator, 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.

COMPENSATION: \$70,000 - \$75,000/year depending on experience

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.