Are you motivated to work toward an environmentally sound Virginia where beauty and historical significance thrive? Would you like to support the work of a female-led organization committed to the betterment of their communities and the Commonwealth? Do you have the skills to lead a complex statewide nonprofit organization?

The Opportunity

The Executive Director of the Garden Club of Virginia (GCV) will have the opportunity to guide the organization into its second century. The Executive Director will work with an active and engaged Board of Directors and members of 48 garden clubs across the Commonwealth to fulfill GCV’s mission to “celebrate the beauty of the land, to conserve the gifts of nature and to challenge future generations to build on this heritage.”

The outreach of the Garden Club of Virginia includes restoration and preservation of historic landscapes, safeguarding the environment and natural resources, educating its membership and the public. With Historic Garden Week as its signature event, programs are made possible with the support of an experienced staff and the tireless work of over 3500 volunteer members. Grants are awarded to support GCV’s mission in localities across Virginia, and fellowships are offered to graduate students in Landscape Architecture and environmental studies.

Position Responsibilities

The Executive Director is responsible for aligning with and supporting the GCV Board of Directors by implementing the strategic direction approved by the Board. Specific responsibilities include:

- Leading staff to ensure effective and efficient communication and programming
- Taking a leadership role in fund development planning and implementation
- Providing financial oversight, facility and operational management
- Strengthening outreach with members and partners throughout Virginia
- The day-to-day management of GCV and the historic Kent-Valentine House, which serves as GCV’s headquarters
Qualifications

Qualified candidates will have a minimum of a bachelor’s degree and 15 years of experience, including work with nonprofit organizations. Additional skills and experience include:

- Strong administrative skills with a proven track record of achieving results
- Excellent communication skills including oral, written and electronic
- Demonstrated success in fundraising
- Experience with staff supervision and ability to work with volunteers at all levels
- The ability to balance strategic thinking with implementation
- Demonstrated proficiency in fiscal management
- The ability to plan, develop and manage multiple events/activities concurrently
- Proficiency with current technology

The position will require some travel, primarily within Virginia.

Position: Full Time

Salary: Competitive

To Apply

Please send a cover letter, resume and salary requirements to:

HR@WarrenWhitney.com

Please indicate “GCV Executive Director” in the subject line.

For best consideration, applications should be received by December 11, 2020.

Any offers will be contingent on satisfactory reference and background checks.