

SAN DIEGO BOTANIC GARDEN
230 Quail Gardens Drive, Encinitas CA 92024

DIRECTOR OF OPERATIONS JOB DESCRIPTION

Summary

A full-time position with supervision responsibilities that reports directly to the President & CEO. Responsible for managing day-to-day operations at San Diego Botanic Garden and overseeing certain revenue-producing opportunities, human resources, and marketing/public relations.

Duties and Responsibilities

1. Responsible for office management, including having enough volunteers or paid staff to cover all Garden positions.
2. Oversee all SDBG volunteer programs, including SDBG docents, ensuring adequate recruitment, training and ongoing involvement of volunteers and docents.
3. Manages human resource functions including payroll with the assistance of the bookkeeper and a payroll company. Also includes keeping records of vacation sick time and all employee benefits. Track reviews and raises, handle day to day personnel issues.
4. Works closely with Marketing/Public Relations Manager to maintain accuracy of communications/marketing vehicles including website, newsletter, social media, brochures, advertisements, etc.
5. Oversee the Finances of the Garden including preparation of the overall annual budget with particular focus on Administrative and Educational departments. Oversee the monthly financials and control spending. Work with Auditors at the end of the year.
6. Oversee the operation of admissions, gift shop and food service at SDBG, including guest relations.
7. Supervise paid staff members Wedding Site Manager, Volunteer Manager and HR assistant, Operations Manager, Bookkeeper, Gift Shop Manager & Buyers (volunteers) and Welcome Center Staff.
8. Oversee cash handling procedures and key registry.
9. Work closely with the Board of Directors including attending Board Meetings, Executive Committee meetings and Finance Committee

meetings and others as requested. Duties include meeting scheduling, preparing agendas, taking minutes, tracking trustee contracts and other documents.

10. Responsible for Document Storage and retention.
11. Responsible for overall General Insurance annual review.
12. Provide administrative support to the President & CEO. Cover overall responsibility for Garden when President & CEO is absent.
13. Work with certain committees as necessary.
14. Work weekends, holidays, and overtime as needed.
15. Oversee general operations of the Garden and certain aspects of Facilities Maintenance.
16. Responsible for overall Security of buildings and grounds.
17. Performs regular site inspections of grounds, displays and facilities.

Skills/Requirements

Excellent interpersonal skills, writing and editing skills and 5-10 years relevant experience in a public garden or the non-profit sector. Proficiency in the use of computers including word processing. Experience in managing human resources and in the field of environmental education. B.A. or B.S. degree preferred. Must have a California driver's license, adequate manual dexterity required for operating a keyboard, and the ability to perform medium physical work including walking throughout the entire 37 acre garden, lift and move 25 lbs. or more, drive the carts, stand for extensive periods.

Please send your cover letter, resume and salary requirements to:
phammer@SDBGarden.org

Revised 1/16/18