The Mission of the Center for Plant Conservation is to conserve and restore the imperiled native plants of the United States to secure them from extinction.

The Center for Plant Conservation (CPC) is dedicated solely to preventing the extinction of U.S. native plants. The Center was one of the first organizations created to meet this need. The Center is a network of 39 leading botanic institutions. Founded in 1984, the Center operates the only coordinated national program of off-site (ex situ) conservation of rare plant material. This conservation collection ensures that material is available for restoration and recovery efforts for these species. CPC also works in research, restoration, technical assistance, education and advocacy through the efforts of the network and the national office.

Center for Plant Conservation, Executive Director
The CPC Executive Director reports to the CPC Board of Trustees through the Board’s Chairman and actively manages all aspects of the national program through long-range planning, program direction, and the establishment of program standards. The position is charged with improving and expanding its programs to achieve even better and more comprehensive results in the future.

A central activity of the CPC through the years has been the continuing investigation of the most effective means of conserving plants through symposia, publications, and the empowerment of Conservation Officers in the Participating Institutions and beyond. It is essential that these activities continue in the best and most effective way possible, and the CPC Executive Director is especially charged with planning effective meetings of the Conservation Officers of the Participating Institutions and other specialists in plant conservation is an important aspect of the duties of the CPC Executive Director and the CPC staff.

Essential Duties and Responsibilities:
- Plans, organizes, implements, directs and ensures the accomplishments of CPC’s mission, goals, and objectives.
- Secures adequate funds for the organizations programs through a coordinated and focused program of fundraising.
- Ensures the ongoing effectiveness of CPC’s programs and outreach through excellent communication with the Board of Trustees, Participating Institutions, organizations with relevant missions, and the general public.
- Develops and manages all budgets, contracts, funding development, and the submission of grant proposals and reports for an organization with an annual operating budget of about $1 million.
- Provides leadership and direction to CPC staff of generally five to seven employees, including hiring, training, coaching, evaluating and supervising staff and volunteers.
- Appraises and evaluates CPC activities and accomplishments on a systematic basis.
- Represents the CPC via presentations and national networking, for example at conferences and meetings and provides lectures to interested parties to the extent that is feasible.
- Visits Participating Institutions and other sites of plant conservation importance and brings them assets that help them to improve their programs.

Education/Qualifications/Experience:
- Master’s degree required, preferably a Ph.D. degree
- An equivalent combination of education and experience may be considered.
- Minimum of seven (7) years managerial experience working in upper level fundraising programs inclusive of major gifts, planned giving, fundraising operations, and staff supervision required.
• Thorough knowledge of fundraising principles and demonstrated success in planning and directing major gifts program with progressive increases in responsibility.
• Strong knowledge of and significant development experience, especially with major gifts, is essential.
• Demonstrated work experience in developing revenue and expense budgets, along with high level of proficiency in strategic planning and reporting procedures.
• Experience in effectively leading and directing a work group in managing multiple projects and providing quality results is required. Strong focus on execution.
• Exceptional communication skills, organizational capacity, and customer service skills possessing the ability to communicate effectively at all levels.
• Must be able to manage multiple priorities, work under pressure, demonstrate and instill in staff members a high degree of professionalism, integrity, loyalty and service to the organization.
• Prior experience in non-profit organization helpful.

How to Apply:
• To review the comprehensive posting and to apply, please visit the posting which is on the Missouri Botanical Garden website at: http://www.mobot.org/jobs/mbgjobs_mrl.asp#N027

The Center for Plant Conservation is an Equal Opportunity Employer.