



153 Hospital Street • Augusta, ME 04330 • 207-626-7989
info@vilesarboretum.org • www.vilesarboretum.org • facebook.com/vilesarboretum

Job Title: Executive Director

Supervisor: Board of Directors

Hours: Full Time

Viles Arboretum, a cornerstone of environmental education and conservation in Augusta, Maine, seeks an Executive Director to lead the organization to its next chapter after a period of rapid growth. Our 224-acre arboretum, rich in history and dedicated to the conservation of natural habitats, seeks a visionary leader to guide our diverse collection of trees, flora, and native plants. The Executive Director will be responsible for strategic planning, operational oversight, financial management, and community engagement, aligning with our core values of environmental education and outdoor recreation for all.

Job Duties

- A. Give direction and leadership to the achievement of the organization's philosophy and mission and formulation of its annual goals and objectives..
- B. Work with the Board of Directors and staff to develop and implement policies, procedures, and long-range strategic plans.
- C. Oversee administrative, financial and program operations, and all personnel matters (design of staff organizational structure, human resource responsibilities, etc.).
- D. Prepare and, following Board approval, administer the organization's annual budget.
- E. Negotiate and ensure compliance with organization's contracts.
- F. Manage the overall operation of organization's facilities and equipment.
- G. Establish and oversee training programs.
- H. Pursue and incorporate additional revenue sources through a variety of mechanisms, consistent with the mission statement of the organization.
- I. Maintain a close working relationship with representatives of partner organizations and the community at large.
- J. Keep informed of trends, issues, events, and developments within the environmental conservation and land management field through professional peer contacts, conference attendance, etc.
- K. Develop and coordinate an active volunteer program.
- L. Make monthly reports to the Board of Directors for the purpose of informing Directors of the ongoing business of the organization.
- M. Make available to the Board a copy of all written policies.

Summary of Qualifications:

With a history dating back to the early 1800s and a transformation into an arboretum starting in 1981, Viles Arboretum has evolved into a vital community space offering educational, recreational, and inspirational opportunities. We envision the Executive Director to be a driving force in maintaining our role as an exceptional natural environment within Maine's capital city. This role requires a passion for environmental conservation, leadership acumen, and a proven track record in organizational management. The Executive Director will play a key role in fostering relationships with our diverse community of visitors, staff, volunteers, members, partner organizations, and businesses, propelling Viles Arboretum into its next chapter of growth and impact.



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1. Advanced degree (or comparable experience) Environmental Science, Nonprofit Management, or a related field.
2. Proven leadership experience, preferably in a nonprofit or environmental organization.
3. Demonstrated expertise in forest research and education, with a deep understanding of current trends and challenges in this area.
4. Experience managing a rapidly expanding portfolio of grants, including grant writing, administration, and compliance.
5. Proven track record in fundraising, particularly in expanding individual donor charitable contributions and developing innovative fundraising strategies.
6. Strong financial management skills, with experience in budgeting, financial planning, and reporting.
7. Experience in developing and executing capital improvement plans, with a focus on sustainability and environmental impact.
8. Excellent communication skills, with the ability to engage and inspire a diverse range of stakeholders.
9. A passion for environmental conservation and a commitment to the mission of Viles Arboretum.

Benefits and Compensation:

- \$65,000.00 - \$75,000.00 annually, with \$3000.00 stipend towards health insurance and \$3000.00 annual match to an IRA (or comparable) retirement plan.
- 32 days annually of paid time off, in addition to all State of Maine holidays.
- Opportunity to lead a dynamic environmental organization.

Equal Opportunity Statement:

Viles Arboretum is an equal opportunity employer committed to non-discrimination in all aspects of employment. We adhere to the principles of equal employment opportunity for all, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

To apply:

Please submit a resume and cover letter to our “Executive Director Search Committee” at EDsearch@vilesarboretum.org. Additional questions can be directed to this email address.