



**Botanic Gardens Conservation
International (U.S.), Inc.**

at Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022 USA

E-mail: usa@bgci.org
Website: www.bgci.org/usa

TITLE: BGCI-U.S. Executive Director

PURPOSE: To increase support for BGCI's U.S. and international plant conservation programs and to participate in implementation of the BGCI-U.S. strategic plan. Priorities include: diversify and expand funding streams, engage botanic gardens and other partners in the U.S. and globally, facilitate collaboration among the Boards of BGCI and BGCI-U.S., develop Board membership in the U.S. and oversee BGCI-U.S. operations and staff.

DUTIES AND RESPONSIBILITIES:

1. Fundraising and development

- Fundraise for BGCI's U.S. and international activities (including the Global Strategy for Plant Conservation, Global Trees Campaign, and Ecological Restoration Alliance) working closely with BGCI's staff in the London office.
- Identify, cultivate, engage and submit proposals for funds from foundations, corporations, government agencies and other donors.

2. Advocacy and outreach

- Promote BGCI as a global organization with a strong and valued presence in the U.S.
- Lead efforts to recruit and retain BGCI members in the U.S. and encourage them to participate in BGCI's programs.
- Provide a communications link with the London and other BGCI offices for U.S. members.
- Represent BGCI-U.S. and BGCI at key meetings and events.

3. Administration and board development

- Manage BGCI-U.S.'s finances, working with the BGCI-U.S. Board and funders as appropriate.
- Coordinate and facilitate all meetings and activities of the BGCI-U.S. Board of Directors.
- Act as a liaison between the BGCI-U.S. and BGCI Boards of Directors.

LOCATION AND TIME: This is being advertised as a half-time position with an anticipated duration of at least three years. Subject to available funding, it may increase to full-time. Location is flexible, although office space is available at the Chicago Botanic Garden.

REPORTS TO: BGCI-U.S. Board, communicating also with the BGCI Board through quarterly reports. Coordination of activities with BGCI's Secretary General.

SALARY: Negotiable, based on qualifications and experience.

START DATE: Negotiable.

TO APPLY: Please send your CV, list of three references and statement of interest to usa@bgci.org

APPLICATION DEADLINE: We will begin reviewing applications on September 30, 2014.

For more information about BGCI-U.S. visit www.bgci.org/usa

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BGCI is a registered charity and company, limited by guarantee in England and Wales, and in the U.S. as a 501 (c)(3) non-profit organization.

BGCI is a worldwide membership organization established in 1987. Its mission is to mobilise botanic gardens and engage partners in securing plant diversity for the well-being of people and the planet.