

Position Announcement:

Executive Director

Leach Botanical Garden | Portland, Oregon
Salary: \$45,000 - \$52,000 (.5 FTE)



Together, we'll inspire discovery, nurture connections, and grow a legacy for generations to come.



Photo: Tamra Temeyer

An Opportunity to Lead a Portland Treasure

Leach Botanical Garden is a 17-acre public garden along Johnson Creek in southeast Portland. Originally the home of pioneering botanists and plant collectors Lilla and John Leach, the property was generously donated to the City of Portland so that it could be enjoyed by the community for generations to come. Today, the Garden is known for its exceptional plant collections, beautiful natural setting, and welcoming experiences that connect people with nature.

Leach Garden Friends, the nonprofit organization that manages the Garden in partnership with Portland Parks & Recreation, continues that legacy. After an extraordinary year of community support, the Garden is looking toward its future with optimism. The next Executive Director will build on that support by strengthening philanthropy, cultivating community partnerships, and providing the leadership needed to guide the Garden's future.

The Executive Director joins an experienced staff, an engaged Board of Directors, dedicated volunteers, and a community that has demonstrated its commitment to the Garden's future.

Key Responsibilities

The Executive Director will:

- ▲ Provide strategic leadership and work with the Board to guide the Garden's future.
- ▲ Lead, support, and develop an experienced staff while fostering a collaborative, mission-driven culture.
- ▲ Oversee sound financial management, budgeting, and long-term financial sustainability.
- ▲ Lead fundraising efforts by cultivating donors, foundations, sponsors, and community partners.
- ▲ Serve as the Garden's primary ambassador, strengthening relationships throughout the community.
- ▲ Build strong partnerships with Portland Parks & Recreation and other organizations that advance the Garden's mission.
- ▲ Engage regularly with staff, volunteers, visitors, and donors, including on-site at the Garden.

The Position

The Executive Director serves as the chief executive of Leach Garden Friends, working closely with the Board of Directors to set organizational priorities, strengthen the organization's financial sustainability, build community support, and lead the Garden's fundraising efforts.

This position is intentionally structured as a 20-hour-per-week (.5 FTE) role. The Garden is supported by an experienced staff of 15 employees (9.1 FTE) and more than 75 dedicated volunteers across horticulture, visitor services, operations, membership, development, and event rentals.

This experienced team allows the Executive Director to focus on fundraising, financial stewardship, and community engagement, working together with the Garden's Development Director and Board of Directors to cultivate donors and expand philanthropic support.

Who We're Looking For

The ideal candidate possesses the following background and personal attributes:

- ▲ Leadership: Experience leading a nonprofit or other mission-driven organization and developing a capable team.
- ▲ Fundraising: A demonstrated ability to cultivate donors, secure philanthropic support, and communicate the Garden's story in ways that inspire generosity and deepen community support.
- ▲ Finance: Experience overseeing budgets and interpreting financial information to make sound decisions.
- ▲ Governance: An understanding of nonprofit governance and the ability to build an effective partnership with a volunteer board.
- ▲ Personal Qualities: Integrity, humility, curiosity, sound judgment, follow-through, and a collaborative leadership style that builds trust and inspires others.

An appreciation for public gardens, conservation, and environmental education is important, but horticultural expertise is not required.

The Future of the Garden

In early 2026, Leach Garden Friends faced a significant financial challenge following the loss of annual operating support from the City of Portland. The organization responded with thoughtful operational changes and an ambitious community fundraising campaign.

The community response was extraordinary, generating more than \$700,000 in just four months. The City provided a one-time \$200,000 grant, and memberships, attendance, and individual giving all increased significantly. Together, these efforts have created a strong foundation for the Garden's long-term success.

The next Executive Director will build on this foundation by strengthening philanthropy, cultivating community partnerships, and providing the leadership needed to guide the organization in the years ahead.



Photos: Tamra Tiemeyer

How to Apply

Please submit:

- ▲ A succinct cover letter addressing the following:
 - Why are you interested in leading Leach Botanical Garden as its next Executive Director, and how has your experience prepared you for this role?
 - Tell us about a fundraising accomplishment that best reflects your approach to building donor relationships. What was your role, and what made it successful?
 - Describe a time when your financial leadership helped strengthen an organization's long-term sustainability. What was your role, and what was the outcome?
- ▲ A chronological resume.
- ▲ Contact information for four professional references. References will not be contacted without your permission.

Combine your cover letter, resume and references into a single PDF and email them to:
careers@leachgarden.org
with "Executive Director" in the subject line.

For best consideration, please submit application materials by 5:00 pm on October 15. Interviews are scheduled to begin the week of October 26. All applications will be held in confidence.



Leach Botanical Garden
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