

Program Development Manager, Adult Education

Put your passion for the desert to work! To apply for an open position, please forward resume and letter of interest to hr@dbg.org, fax to: 480 481.8173, or mail to:

Human Resources

Desert Botanical Garden
1201 N. Galvin Parkway
Phoenix, AZ 85008

Full-time, Exempt

The purpose of this position is to research, develop, test, manage, and evaluate adult public programming & adult program content and instruction at workshops and classes offered at Desert Botanical Garden, with the goal of achieving the highest level of excellence. The successful candidate will work collaboratively with other members of the department to achieve annual and long-range budget and customer service goals in alignment with the department's and the Garden's mission.

Responsibilities include:

- Accept primary responsibility for the development, evaluation and expansion for all adult programs including development of new classes, presentations, customized programs, scheduling of all onsite and offsite programs and offsite logistics. Responsible for achieving projected revenue and expense goals.
- Accept primary responsibility for the hiring, supervising, mentoring, coaching and evaluation of the following staff positions: Public Programs Coordinator, Adult Education Registrar, and Education Publication Coordinator. Meet regularly with staff to review goals and assess progress. Conduct yearly performance evaluations of staff members listed above.
- Lead, coordinate, and supervise contracted instructors for adult education programs with the goal of enhancing their instructional content, methodology, and delivery in response to evaluation surveys.
- Manage editorial content and layout of the class/workshop catalog and online registration. Collaborate with Education and Marketing staff to develop and implement marketing and outreach strategies for all programming.
- Manage program registration and evaluation processes for adult programming.

- Participate in department and Garden staff meetings, planning teams and events; assist with reports and proposals; continue professional education and participation in professional organizations.

Requirements include:

- Bachelor level degree in Education, Horticulture, Plant Sciences or related content areas.
- Three years of combined program development experience in education, informal learning or public programs.
- At least one year of experience in contractor/vendor management.
- Minimum of 3 years' experience in staff management.
- Excellent oral and written communication skills; organization ability a must.
- Excellent customer service and interpersonal skills.
- The ability to solve problems using discretion and good judgment; high levels of personal motivation.