



## Position Description

<b>Position Title:</b>	Engagement Manager
<b>Reports To:</b>	Director of Guest Experience
<b>Salary:</b>	\$52,000- \$54,000 DOE
<b>Pay type:</b>	Salaried pay
<b>Pay Status:</b>	Exempt; not eligible for overtime
<b>Benefit status:</b>	Eligible for all benefits
<b>Hours:</b>	40 hours per week; 5 days/week Some weekend and night hours through the year; on-call for emergencies Hours may vary and are subject to change

### About Tohono Chul Park

Tohono Chul is a beloved 49-acre public garden in Tucson, Arizona, founded in 1985. Our mission is to serve as a community oasis where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive. A destination for both local residents and global visitors, it has been recognized as "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

### Mission

We are a community oasis where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive.

### Position Summary

Tohono Chul seeks a collaborative and energetic Engagement Manager who can weave the stories of the Sonoran Desert with Tohono Chul's mission and assets into vivid, meaningful and impactful experiences for our guests. The Engagement Manager spearheads the strategy, development, and execution of educational and interpretative content using various mediums for diverse audiences. Possessing exceptional organizational, written, and project management skills, this individual has a proven track record of working concurrently on both short term and long-term visionary programs that will advance Tohono Chul's strategic initiatives. Dedicated to fostering teamwork amongst an array of internal and external stakeholders, the Engagement Manager will leverage partnerships to enhance visitors' understanding and appreciation of Tohono Chul's plant collections, cultural and natural ecology, and conservation efforts in the Sonoran Desert ecosystem. This role is ideal for someone who is passionate about plant education, storytelling, and conservation and wants to engage the public in meaningful, nature-based experiences.

### Essential Duties and Responsibilities

- Work closely with the Director of Guest Experience and Executive Director to develop and articulate the strategic vision and priorities for engagement and interpretation based on strategic and organization priorities set by the Board

- Create and manage interpretive content, exhibits, and tours that leverage Tohono Chul's tangible and intangible assets and its mission
- Develop and implement education, public programs and events for diverse audiences including adults, families, schools and both local and international visitors
- Develop interpretive collaterals, such as signage and website content, that tell the story of the Sonoran Desert and Tohono Chul, including research, writing, and participation in design and production
- Recruit and train volunteers and docents that support education and engagement programs.
- Create an annual program plan, calendar, and budget in collaboration with the Director of Guest Experience and Director of Finance for sound financial and resource management
- Evaluate and report on the effectiveness of all programs based on mission effectiveness and impact, profitability and return on investment, quality and participant feedback
- Develop and maintain strong relationships with schools, educators, conservation-based groups, indigenous tribes, and other underrepresented community voices that can contribute to first-person narratives, education and public programs
- Assist with identifying, soliciting, and cultivating fundraising sources for engagement initiatives
- Other duties as assigned

### **Knowledge, skills, and abilities**

- Knowledge of the principles and best practices of environmental and informal education. Experience applying these principles in a botanical garden or outdoor museum setting, preferred
- Considerable skill in planning, organizing and implementing learner-centered and diversified educational programming and related activities
- Considerable skill and knowledge of research methods and the cultural and natural history of the Sonoran Desert. Strong familiarity with the flora and fauna of the Sonoran Desert, preferred
- Budget management skills and familiarity with securing grants or fundraising
- Strong organizational skills including time/project management
- Excellent communication skills, both written and oral. Strong public speaking skills to effectively engage visitors are essential
- Excellent interpersonal skills and ability to work well and collaborate effectively with a range of audiences including staff at all levels, volunteers, educators, members, donors, and the general public
- Proficiency in Microsoft Office Suite, social media platforms, and Adobe Creative Suite. Experience with off-server maintained volunteer scheduling programs such as Volgistics, preferred
- Flexible and adaptable to changing demands and priorities
- Ability to work evenings and weekends as required

### **Qualifications**

- Bachelor's degree in a relevant field such as environmental education, horticulture, ecology, museum studies, or a related discipline
- Demonstrated success in program development, educational content creation, and/or interpretive planning in the field of natural resources, museum, park, or public gardens
- Supervisory experience in managing staff, volunteers, and educators

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Diversity, Equity and Inclusion:**

Tohono Chul is proud to be an equal opportunity employer. We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our mission.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, anything greater should be done with assistance. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment is usually moderate.

**To Apply**

Submit resume and cover letter via email to: [Humanresources@tohonochul.org](mailto:Humanresources@tohonochul.org)