

Employment Opportunity

# Executive Director Friends of Boerner Botanical Gardens, Inc.

Hales Corner, WI

THE **QTI** GROUP

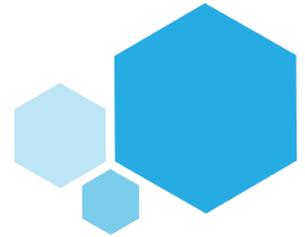
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FRIENDS OF  
BOERNER  
BOTANICAL  
GARDENS  
Milwaukee County's Living Museum

*Nurture Sustain Preserve*

# ABOUT THE ORGANIZATION



[Friends of Boerner Botanical Gardens, Inc.](#) has exclusively retained **The QTI Group** to lead the search for an **Executive Director**. FBBG is a dynamic, year-round, independent 501(c)(3) nonprofit dedicated to celebrating, preserving, and sharing the natural beauty of the historic Boerner Botanical Gardens. Since 1984, FBBG has nurtured a thriving garden community where visitors of all ages can learn, explore, and connect with the natural world.

Guided by our mission to provide a garden setting for learning that nurtures understanding, enjoyment, and stewardship of our natural world while nourishing and preserving the Gardens for future generations, FBBG delivers impactful educational experiences and engaging public programs. Our offerings include:

- Children’s educational programs such as Plant Hope and Planet Hope
- Adult/family/community education
- Guided Garden Tours
- Special events and activities
- A robust horticulture library
- Gift Shop

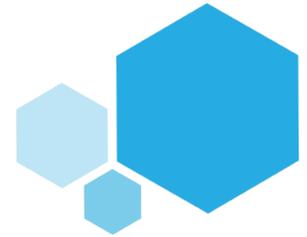
FBBG operates with a dedicated staff of six, a wide network of passionate volunteers, and a committed Board of Directors, all working with Milwaukee County to support and enhance the Gardens. As a self-funded organization, we plan, facilitate, and fund educational programming, community outreach initiatives, special events, and essential development efforts that sustain FBBG operations and support special garden projects.

Every program, event, and initiative advances our commitment to inspire curiosity, foster environmental stewardship, and ensure that Boerner Botanical Gardens continues to flourish for generations to come.



*Nurture Sustain Preserve*

# ABOUT THE OPPORTUNITY



FBBG seeks a dynamic, mission-driven leader to serve as Executive Director and lead the organization through its next phase of growth and community impact. Reporting to the Board of Directors, the Executive Director provides strategic and operational leadership while serving as the visible and engaged face of the organization.

A primary focus of this role is to grow and strengthen FBBG's membership base, expand and enhance programming, and elevate fundraising efforts through innovative events and initiatives. The Executive Director will actively engage with Milwaukee County Parks and the community and cultivate relationships with local businesses, donors, and strategic partners to increase visibility, participation, and financial sustainability.

The Executive Director is responsible for all day-to-day and long-term FBBG operations. This includes but is not limited to:

## Key Responsibilities

### Strategic & Executive Leadership

- Lead and motivate FBBG staff to meet organizational goals and objectives, including Marketing, Education, Administration, Accounting, and the FBBG Gift Shop.
- Provide executive oversight of organizational operations and financial management.
- Ensure prompt, results-oriented engagement with all key stakeholders.

### Donor & Fund Development

- Drive year-round fundraising, grant strategy and writing, and donor development, including foundations and private philanthropy.
- Increase membership by developing and executing innovative outreach, engagement, and retention strategies that expand our reach and strengthen the long-term vitality of the organization.
- Serve as the organization's lead ambassador, effectively communicating its mission and impact through compelling written and verbal storytelling.

### Program Oversight

- Provide comprehensive program oversight by assessing current offerings, monitoring quality, facilitating strategic discussions, and planning for sustainable program growth.
- Propel program innovation & expansion to deepen community impact and respond to emerging needs.

## **Operational & Financial Leadership**

- Ensure financial stability with responsibility for budgeting, forecasting, and ensuring sound fiscal stewardship in alignment with nonprofit regulatory and reporting standards.
- Oversee annual audit preparation by coordinating required documentation, ensuring financial records are accurate and complete, and working closely with the external accountant throughout the audit process.
- Plan and facilitate Board meetings, community events, education initiatives, gift shop operation, and volunteer engagement in support of FBBG's mission.

## **Community & Stakeholder Engagement**

- Serve as the primary public representative of FBBG, building community partnerships and leading advocacy, public relations, and media engagement efforts to increase visibility and strengthen community impact.
- Build and maintain strategic relationships with Milwaukee County leaders, staff, and government partners, leading collaborative efforts that support shared goals, strengthen coordination, and enhance the organization's visibility and impact in the community.

## **People Leadership & Human Resource Development**

- Lead a high-performing team and foster a culture rooted in professionalism, shared accountability, collaboration, and respect.
- Oversee all human resources responsibilities, ensuring strong personnel management and compliance.

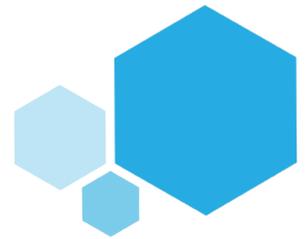


### Position Requirements:

- Demonstrated progressive leadership experience and relevant education in nonprofit or for-profit settings.
- Experience in general management, overseeing multiple programs, departments, or functional areas within an organization.
- Strong business acumen and financial oversight, with a proven ability to drive measurable growth.
- Proven success in fundraising efforts and donor development.
- Demonstrated ability to foster accountability, promote clear communication, and ensure organizational alignment while upholding an unwavering commitment to FBBG's mission.
- Exceptional organizational skills, with the ability to prioritize, plan, and manage complex tasks and deadlines.
- Proven ability to lead collaboratively and build strong, trusting relationships.



# APPLICATION & SELECTION PROCESS



**Friends of Boerner Botanical Gardens, Inc.** has exclusively retained **The QTI Group** to lead the search for an **Executive Director**. The QTI group is a comprehensive human resources advisory services firm **founded in 1957. QTI is headquartered in Madison, WI.**

**Compensation:** This position offers a salary range of \$90,000–\$110,000, commensurate with experience and qualifications, and includes eligibility for a discretionary performance-based bonus.

**Location:** This is a full-time, onsite position based in Hales Corners, Wisconsin.

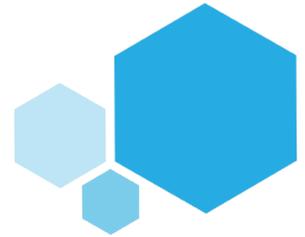
**For more information, please contact:**

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608.257.1057

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**Application Deadline:** April 6th, 2026, at 8:00 am CT.

# ABOUT HALES CORNERS AND THE MILWAUKEE, WI AREA



The Village of Hales Corners has a population of over 7500 people and is home to numerous commercial entities, including both small businesses and national corporations. Residents of Hales Corner are known for loyally supporting neighborhood businesses, and those businesses, in turn, support activities and programs that enhance the life of the community.

Approximately 14 miles northeast of Hales Corners is Milwaukee, WI, the largest city in Wisconsin, with more than 600,000 residents. Known for its lakeside and ethnic festivals, as well as its huge breweries, Milwaukee is rich in historical and cultural attractions. It is the main social and economic center of the Milwaukee-Racine-Waukesha metropolitan area, which has a total population of around 2,000,000.

The Milwaukee metropolitan area ranks fifth in the United States in terms of the number of Fortune 500 company headquarters as a share of the population including Johnson Controls, Northwestern Mutual, and Harley-Davidson. Located along the shores and bluffs of Lake Michigan, Milwaukee offers countless opportunities to enjoy a prosperous career, operate a successful business, and enjoy favorite pastimes. Boating and water sports on Lake Michigan and Milwaukee's surrounding lakes; taking in a Brewers game at Miller Park; and camping in the many state parks around the region offer a range of recreational opportunities in a breathtaking natural environment

For more information about Milwaukee's advantages as a place to live, please visit:

- [Milwaukee, WI Website](#)
- [Visit Milwaukee](#)
- [On Milwaukee](#)

