

## Oak Spring Garden Foundation

### **Program and Administrative Associate**

The Oak Spring Garden Foundation (OSGF) seeks a **Program and Administrative Associate (PAA)** to help formulate and deliver the foundation's programs in the arts, humanities and sciences, which are focused on plants, garden and landscapes. Many OSGF programs use the world class Oak Spring Garden Library of more than 19,000 rare books. Other resources of the Oak Spring Garden Foundation include approximately 700 acres of land that are managed for multiple values, a spectacular private garden, the former residence of Mr. and Mrs. Paul Mellon, as well as numerous other houses and buildings.

The position is a fixed term, two-year, appointment based at the Oak Spring Garden Foundation estate in the beautiful rural Virginia Piedmont, a little more than an hour from central Washington DC. On-site accommodation in shared housing will be provided. Given the rural location of OSGF, a car and valid driver's license is required.

The programs of the Oak Spring Garden Foundation (see [osgf.org](http://osgf.org)) primarily consist of on-site residencies, workshops, conferences and seminars for artists, conservationists, land managers, scientists and other scholars utilizing the Oak Spring Library or Oak Spring Landscape to pursue their work. Other activities include a developing program of sustainable horticulture, with a special focus on the fruits and vegetables of the Appalachian region.

The Program and Administrative Associate will report directly to the President of the Foundation, and work closely with him on all aspects of the foundation's programs. The PAA will also work closely with the Head of Events and Guest Services to ensure excellence in the delivery of OSGF programs. An immediate focus will be the delivery of programs during the remainder of 2019, followed by planning, budgeting and delivery of programs for 2020 and beyond.

The successful applicant should hold an undergraduate degree in a relevant subject area and have an interest in the programs and operation of foundations and cultural institutions. Excellent computer skills and superb interpersonal skills are required. The role requires working closely and collaboratively with the staff of OSGF who manage the garden, landscape, library, and physical facilities at Oak Spring. The staff at Oak Spring are a unique and talented team with very diverse expertise. Supporting the further development of a welcoming, smoothly functioning and harmonious community at Oak Spring is a key aspect of the role.

Review of applications, on a rolling basis, will begin on Monday July 8<sup>th</sup> and will continue until the position is filled, aiming for a start date during August or early September.

**Applicants should send a letter of application, a cv/resume, and the names of three professional/academic references (to be contacted if the applicant makes the short list) to [HR@osgf.org](mailto:HR@osgf.org).**

The Oak Spring Garden Foundation is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need without regard to race, color, religion, sex, sexual orientation, national origin, or any other non-merit factor.

### JOB DESCRIPTION - Program and Administrative Associate (PAA)

<b>Job title:</b> Program and Administrative Associate (PAA)	
<b>Reports to:</b> President of the Oak Spring Garden Foundation	
<b>Manages others:</b> No	
<input checked="" type="checkbox"/> <b>Full-time</b>	<input type="checkbox"/> <b>Exempt</b>
<input type="checkbox"/> <b>Part-time</b>	<input checked="" type="checkbox"/> <b>Nonexempt</b>
<p><b>Summary of Position:</b></p> <p>The Program and Administrative Associate (PAA) helps formulate, plan, budget, and deliver OSGF programs in the arts, humanities and sciences focused on plants, garden and landscapes. These programs mainly comprise, but are not restricted to, on-site residencies, workshops, conferences and seminars for artists, conservationists, land managers, scholars and scientists utilizing the Oak Spring Library or the Oak Spring Landscape to pursue their work.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• PAA will work closely with the President on the preparation of all OSGF program narratives and budgets for presentation to the OSGF Board. This will include:             <ul style="list-style-type: none"> <li>○ Writing, proof-reading and editing written accounts of OSGF programs;</li> <li>○ Working closely with the Head of Finance and Personnel on program budgets;</li> <li>○ Making presentations to the Board on new programs as appropriate.</li> </ul> </li> <li>• The PAA will lead the selection of the Eliza Moore and Stacy Lloyd III Fellows including:             <ul style="list-style-type: none"> <li>○ Using and monitoring the grants database (foundationConnect – a Salesforce-based software) used for tracking applications, award/decline, payments, and closeout of grants and contracts;</li> <li>○ Liaising with, and attending, the meetings of the Selection Committee;</li> <li>○ Informing the Fellows, scheduling their visits and dealing with advanced communications in collaboration with the Head of Events and Guest Services;</li> <li>○ Ensuring the smooth functioning and delivery of the Moore and Lloyd Fellowships in coordination with the Head of Events and Guest Services and Housekeeping Team.</li> </ul> </li> <li>• The PAA will lead the selection of artists, scholars and writers for the several on-site residency programs at Oak Spring including:             <ul style="list-style-type: none"> <li>○ Using and monitoring the grants database;</li> <li>○ Liaising with and attending the meetings of the Selection Committee;</li> <li>○ Liaising with key partners as appropriate;</li> <li>○ Informing the selected residents, scheduling their visits and dealing with advanced communications in collaboration with the Head of Events and Guest Services;</li> <li>○ Ensuring the smooth functioning and delivery of all the residencies in coordination with any residency-specific staff and the Head of Events and Guest Services and Housekeeping Team.</li> </ul> </li> <li>• The PAA will work closely with the President on the development of the OSGF on-site conference, seminar, workshop and short course programs including:             <ul style="list-style-type: none"> <li>○ Selecting, scheduling and budgeting the roster of conference, seminar, workshop and short course programs for the year;</li> <li>○ Liaising with, and guiding planning by the external leaders of all the conference, seminar, workshop and short course programs;</li> <li>○ Ensuring the smooth functioning and delivery of conference, seminar, workshop and short course programs in coordination with the Head of Events and Guest Services and the Housekeeping Team.</li> </ul> </li> </ul>	

- The PAA will lead the drafting of standard contracts with partners engaged in OSGF programs and will work closely with the Head of Finance and Personnel on finalizing and executing contractual arrangements.
- The PAA will work closely with the President on the recruiting, selection and on-boarding of the 6 month, and 9 month interns working in various spheres of OSGF operations.
- The PAA will work closely with the Head of Communications on all aspects of outreach that relate to OSGF programs to maximize their impact and recognition.
- The PAA will work closely with the Head of the Oak Spring Garden Library and the President on the development of new programs that help to activate the resources of the Oak Spring Garden Library, including:
  - the strategy, planning and budgeting of the library digitization program and any associated consultation with specialists;
  - the strategy, planning and budgeting of any off-site programs including the development and participation in a variety of exhibits using a range of approaches and associated activities;
  - liaising with key library partners on programming opportunities as appropriate.
- The PAA will lead on reporting for the small number of grants received by the Oak Spring Garden Foundation to ensure that the necessary reports are filed appropriately and on time.
- The PAA will develop close working relationships with the leaders and staff of the Garden Team, Landscape Team and Biocultural Conservation Farm to ensure that potential synergies with other OSGF programs are recognized and implemented.
- The PAA will develop close a working relationship with the Head of Maintenance and the Maintenance team to ensure close coordination around the facilities required for the success of OSGF programs.
- Other duties as assigned.

**Qualifications:**

- Minimum 4-year undergraduate degree in a relevant subject area
- Proven track record of reliability and timeliness.
- Ability to communicate easily, effectively and professionally with guests and staff.
- Must be willing to work a flexible schedule that will occasionally including evenings and weekends.

**Skills and Knowledge:**

- Ability to work both independently and also closely directed.
- Ability to work under pressure in a fast paced environment.
- Excellent interpersonal and soft communication skills.
- Excellent judgement in dealing with diverse stakeholders and discretion in handling privileged information.
- Excellent written and oral communication skills.
- Excellent organizational and project management skills.
- Excellent computer skills and attention to detail and accuracy

**Working Conditions:**

Position will include both work inside and outside in a rural setting. Must be comfortable walking among buildings on the site - and going up and down stairs. Role will include some limited travel.