



200 North Lewis Street  
Summerville, GA 30747  
706.808.0800

[info@paradisegardenfoundation.org](mailto:info@paradisegardenfoundation.org)

## **We are hiring extraordinary talent!**

### **Operations Director (full-time) in Summerville, GA**

#### **Howard Finster & Paradise Garden Overview**

Renowned folk artist Howard Finster (1916-2001), assembled Paradise Garden, an art environment near the northwest Georgia town of Summerville, which became his greatest creation and most important legacy. Starting at the age 59, Finster painted more than 46,000 colorful works of art filled with historical figures and pop icons. Finster earned national fame when rock band R.E.M. filmed the Radio Free Europe video in Paradise Garden and he later won Rolling Stones magazine album cover of the year for Talking Head's *Little Creatures*. Finster's art is in the permanent collection of many museums across the US. The irrepressible artist was also a guest on *The Tonight Show Starring Johnny Carson*.

Many critics consider Paradise Garden to be Howard Finster's most important creation, which started as a roadside park in the 1960's. In the fall of 2011, Chattooga County purchased Paradise Garden with the goal of not only preserving Finster's international legacy but as importantly using the legacy to garner economic development and set a vision of a prosperous future for the county. Today, Paradise Garden is an economic engine for Chattooga County – the most economically disadvantaged county in the Appalachian region. The Garden is listed on the National Historic Registry and treasured by 10,000+ national and international visitors annually.

#### **Paradise Garden Foundation Mission**

The Paradise Garden Foundation's (PGF) mission is to preserve, maintain, and showcase Rev. Howard Finster's visionary artistic site, Paradise Garden. PGF's primary goal is to serve as a social, cultural, educational, and artistic nexus for the benefit of Chattooga Co. and the N.W. Georgia region while also continuing so serve Finster's mission to spread the message and vision for his garden to people worldwide. As such, PGF will foster regional economic development via tourism, public service, and creative enterprise, each of which adheres to Finster's vision for his garden.

#### **Operations Director Position**

The Operations Director reports to the Executive Director and manages the day-to-day operations of Paradise Garden located in Summerville. Duties include but are not limited to:

- Managing the Visitor Center/Gift Shop. Working with the Coordinator on day-to-day activities.
- Oversee and maintain all Garden and Grounds facilities.
- Manage financial day-to-day operations including weekly bookkeeping, payables/receivables, data entry for Xero accounting software, work with accounting firm for P&L financial reporting
- Drive restoration projects as on-site project manager.
- Execute fundraising and programming activities in the Garden.
- Manage onsite staff, assign tasks, track goals and team scheduling.
- Manage donor technology software.
- Update Paradise Garden website and social media (Facebook, Twitter, Instagram, etc.) and work with the Foundation's vice chair of communication.
- Provide VIP, donor and grant tours with Executive Director as needed.
- Manage the day-to-day activities of two AirBnB and other revenue generating properties.
- Execute monthly mass email distribution to donors and members for events, programs and membership newsletters.
- Execute membership correspondence, track renewals and tax receipt compliance.
- Promote and manage Paradise Garden event rentals for wedding, celebrations, holiday parties, etc.
- Volunteer management includes volunteer recruitment to support local programs and fundraisers.
- Serve as a Chattooga County community leader. This may include community involvement, committee leadership and activities and fundraising.
- Crisis Management Leader for Paradise Garden
- Provide a monthly Garden and Grounds report to the Executive Director for Paradise Garden Foundation monthly board meetings.
- Work occasional evenings, weekends and holidays as necessary.

## Qualifications

*Potential candidates must possess the following:*

- Bachelor's degree or related work experience in Operations for a corporation, non-profit, art environment or related field. Conservation background helpful.
- Three+ years of experience in Operations support role
- Demonstrated success in managing an environment with historic buildings and gardens a plus.
- Proficient in technology (Word, PowerPoint, Excel, Outlook), website management, social media and database support.
- Excellent organizational and time management skills.
- Strong entrepreneurial spirit and ability to juggle several projects simultaneously.
- Experience in effectively engaging and leading staff. Experience in vendor management and project management.
- Track record in guiding and managing volunteers.
- Exceptional communication and presentation skills, with proven ability to write effectively and speak persuasively. Public speaking engagements and presentations.
- Commitment to ethical fundraising and employment practices.
- Willingness to work evenings, weekends and occasional holiday with travel as needed to support Paradise Garden programs and fundraising.

*Potential candidates would do well to possess:*

- Knowledge of the regional area philanthropic and art community.
- Intellectual agility, high professional standards, and demonstrated ability to think creatively, strategically, and execute on multiple priorities simultaneously.
- Experience in the arts or cultural fields.

## Compensation and Benefits

- A competitive salary with 3 weeks personal time off (PTO includes sick leave, vacation, and personal leave). Monthly health insurance contribution of \$200 to use toward a personal health insurance plan.

## To Apply

Send a cover letter, resume and salary history to Paradise Garden, Attention Operations Director Search, 200 North Lewis Street, Summerville, GA 30747 for review. **No phone calls or drop-ins please.** Deadline to submit cover letter and resume is **Friday, December 1, 2017**. The Operations Director should be located in the region of Paradise Garden to support crisis management, AirBnB and work with the local accounting firm as needed.

The Paradise Garden is an equal opportunity employer.