

[Job Description](#)
[Executive Director, the Railyard Stewards](#)

Overview

Since the substantial completion of the Santa Fe Railyard Park and Plaza in 2008, the Railyard has become an important center for the community of Santa Fe. The space has thousands of visitors weekly and has been recognized with a long list of local and national awards. The Railyard operates within a public/private partnership between the City of Santa Fe, the Trust for Public Land, the Railyard Stewards, the Santa Fe Railyard Community Corporation (SFRCC), the Railrunner and Santa Fe Southern trains.

The Railyard Stewards is a not-for-profit organization. Our mission is to provide long term community stewardship and advocacy for the enhanced horticultural care and events programming of the Railyard Park, Plaza + Alameda. We are committed to a vibrant, beautiful, popular and safe community gathering place that represents the history, values and aspirations of the people of Santa Fe. Members of our Board have been leaders and participants for decades in the co-creation of the Railyard Park, Plaza + Alameda. The Railyard Stewards was formed in 2008 with The Trust for Public Land and received separate 501(c)3 status in 2010.

Position Description

The Stewards seek an energetic, community-oriented individual to serve as Executive Director. The Director manages a staff of four, a large volunteer force, and works collaboratively with the Stewards Board and community partners to raise funds to carry out programs and horticultural and capital enhancements to the Railyard Open Space. This position is often fast paced, requiring multi-tasking in the Park, as well as in the Office. In the same day, you may meet with the Board or donors, assist with gardening work days in the Park with a team of volunteers, and manage staff and consultants.

Major Responsibilities

- To raise funds to fulfill the mission of the Railyard Stewards through enhanced horticultural and programming events;
- To oversee the enhanced horticultural care of a complex public outdoor environment in partnership with the City Parks Department, which provides the majority of infrastructure care;
- To further maintain and develop relationships with the City of Santa Fe, the Trust for Public Land, the Santa Fe Railyard Community Corporation, the County, State and Federal agencies, and the public;
- To advocate for the Railyard with citizens in the park, community boards, civic groups and elected officials;
- To manage the organizational budget and finances for the Stewards;
- To maintain and develop effective volunteer and education programs;
- To effectively motivate staff and the board toward the completion of goals that are specific, measurable, attainable, results-oriented and timely.

Skills and Expertise

- Demonstrated leadership, administrative, public communication and writing skills;
- Knowledge of horticulture and gardening;
- A proven track record of successful fundraising (such as foundations, corporate, institutional and/or individual donors) as well as experience in writing, applying for and managing government grants;
- Ability to organize, manage and motivate staff and volunteers with five years' experience managing staff preferred;
- Ability to effectively build partnerships with the City, management partners in the Railyard, and the community;
- A minimum of seven years of experience in increasingly responsible roles (preferably in the non-profit sector), A college degree is preferred;
- Excel, Word, web experience;
- Flexible hours required; and
- An appreciation for and commitment to the role of urban parks in public life and love of the Railyard Park and Plaza a plus!

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Compensation:

- Salary (not hourly) full-time anticipated, flexible hours required
- Salary is commensurate with experience
- Health care stipend available
- Paid vacation, holidays and sick leave
- Reviews provided at 6 weeks, 6 months, and one year

Additional Information:**Current Programs:**

- Green job training for at-risk youth and young adults with partners such as YouthWorks
- 'Yard Masters' volunteer gardening program and Early Bird volunteer days for local volunteers
- Community food gardens
- The Railyard Art Project for temporary art installations in the Railyard
- Youth and school programs for service-learning in the Railyard
- Workshop series on gardening and park-related topics
- Community events such as the annual Harvest for Peace Day with Roots and Shoots
- In 2011, we have worked with over 100 volunteers in close to 150 workdays.

Existing Staff/Contractors:

- Director of Outreach and Education (3/4 time)
- Americorps VISTA intern (1/2 time, shared with the Santa Fe Watershed Association)
- Program Assistant (1/2 time)
- Horticultural Contractor

To Apply:

Send a cover letter, resume and three references to apply@railyardpark.org by the deadline of January 9th. No phone calls please.