

Nonprofit Horticultural Society - Job Opening

Position: Executive Administrator for the Western Region of the International Plant Propagators Society (see below for compensation and application details).

IPPS OVERVIEW:

The International Plant Propagators Society is a 70-year-old non-profit organization dedicated to seeking and sharing horticultural knowledge openly. The camaraderie, good will, shared knowledge, and friendship that brought people together 70 years ago is very much alive today.

In 1961, the Western Region became the second Region to form. Today there are Regions representing Australia, Europe, Japan, New Zealand, Southern Africa, Eastern North America, Southern North America, and the Western North America, with new regions in the process of forming in China and India.

More information at: <http://www.ipps.org/ipps-profile/about-ipps>

Events and Activities:

The Western Region conducts annual three-day meetings where members, students and guests give presentations. These presentations are reviewed by a paid editor, combined with proceedings from other regions, and published each year. The meetings also include vendor displays, and daily bus tours to local point of horticultural interest.

The Western Region hosts IPPS members from other Regions and sponsors five students each year at our annual meetings.

The Western Region also conducts smaller, one-day Area Meetings, where the Society reaches out to local propagators and producers through nursery tours and demonstrations.

The Western Region has a newsletter designed to keep members engaged between meetings. Cyber meetings are also becoming part of the communication mix.

Management priorities:

- 1- Maintain and expand membership. (Past Western Region membership has been as high as 450 individuals, current membership is 140.)
- 2- Manage the annual meeting. (The location of the annual meeting changes each year: 2018 it was in Hawaii, 2019 California. Currently Oregon will be the site for 2022.)
- 3- Build the financial health of the Society. (Operating income is derived from four main sources: annual meeting registrations, corporate sponsorships, annual memberships, and donations.)

Job Duties:

- Build and maintain membership and process membership dues.
- Maintain the on-line membership database for accuracy, track non-renewals, send email and snail-mail reminders and invoice businesses with group rate memberships.
- Actively engage in recruiting new members with the goal of increasing membership.
- Provide accurate up-to-date financial records, process all financial transactions in a timely manner, send membership renewal statements, reimburse members as needed and provide Executive Committee with financial reports and annual budgets.
- Assist the annual meeting planning committee in all phases of planning, publicity, and sponsorships, and create registration materials and track registration. Coordinate with meeting hotel in developing contracts, and produce nametags and other materials for registrants.
- Attend annual meeting (usually 6 days), manage on-site registration desk throughout the meeting, coordinate meeting events with conference hotel and assist with conference events as needed. Handle all conference income and pay all conference expenses before, during and after the meeting. Note that personal expenses associated with the annual meeting are reimbursed.
- Assist committee members in carrying out the duties described in the by-laws. Create an annual procedures table to supervise Regional Directors to undertake calendared duties and responsibilities, including Area Meetings. Maintain communications with individual Area Directors by sending occasional task reminders as needed.
- Clearly communicate with officers, directors, members, and the public by telephone and e-mail, act as point person for the region, and answer all requests for information in a timely manner.
- Plan Executive Committee meetings, draft agendas and record and distribute minutes promptly after each meeting. Oversee and work with the other Western Region committees to assure progress is being made on an on-going basis.
- Oversee all agreements and other contracts entered on behalf of the Society.
- Send monthly newsletters with event, member-news, and employment announcements. Coordinate with the Western Region Editor for propagation and production information of interest.
- Provide fiscal oversight to assure that the approved budget is maintained.
- Work with a tax preparer to file all federal, state and local tax requirements on time.
- Update and maintain all social media accounts, such as, but not limited to LinkedIn, Instagram and Facebook.
- Serve as liaison between the Western Region and International IPPS office as needed, including supplying timely information to the Western Region International Delegate for presentation to the International Board.

- Maintain contact with publicity outlets, including state and provincial nursery associations, and horticultural colleges, and publicize Society announcements as needed.
- Assist publicity and membership committees in promoting Society awards and events.
- Submit an annual report reviewing your work over the year.

Workflow and Compensation

The position requires someone who is self-directed, organized, able to fund-raise, attend the annual and mid-year meetings and work from home. The workflow is somewhat uneven, with more time required leading up to, and during the annual meeting. Otherwise, the time needed to complete most of the required tasks is flexible.

It should be noted that the International Plant Propagators Society Western Region, like many other non-profit organizations, is facing many challenges. The Covid19 pandemic required us to cancel our in-person annual meetings in 2020 and 2021, impacting revenue and reducing memberships. This departure from our normal operational model presents some significant challenges; however, we also believe it presents an opportunity to implement constructive changes.

The Western Region IPPS Executive Administrator is contracted position. At this time, the Western Region is prepared to offer monthly compensation of \$2000 U.S., with future performance-based increases. Compensation for services is based on revenue, which reflects the capability of the Executive Administrator to build membership, attract sponsors, and run profitable annual meetings.

Interested applicants should reply in writing to **Todd Jones** <toddjones57@hotmail.com>. The deadline for applications is April 1st 2021.