Director of Community Programs

Tower Grove Park is known for its unique, historic Victorian architecture, its extensive network of trails, and its signature community events and activities such as the Farmer’s Market and the Festival of Nations. However, one of the main attractions for our 2.5 million annual visitors is the 289 acres of green open spaces and woodlands that serve as a natural oasis in the middle of a densely populated, diverse urban area. The living landscape of Tower Grove Park includes 6,900 trees, hundreds of varieties of woody shrubs, stunning horticulture, and many acres of grassy turf in which Park visitors can relax, socialize, exercise, study, and enjoy nature.

Tower Grove Park operates with our core values in mind: accountability, stewardship, teamwork, welcoming, leader and fun. We encourage all of our employees to strive to fulfill these core values to create the best possible experience for our guests.

POSITION OVERVIEW:

This vital role for Tower Grove Park is a member on the Park’s Senior Leadership Team. The position will help to set and execute organizational strategic goals, interact with the Board of Commissioners and manage the organization’s Earned Revenue Committee.

The Director of Community Programs, with their team members, is responsible for managing and expanding activities and partnerships that generate the earned revenue for the organization. The position will create and manage the departmental budget, including revenue goals and expense allowances.

An essential activity of this position is to oversee the programmatic and outreach activities of the organization as it engages with the community and region. The Park strives to find new ways to offer education and outreach programs internally and with partners. The Park continues to offer volunteer opportunities and programs to help advance the mission and operations of the organization.

WHAT YOU’LL DO:

- Build upon existing and develop new strategic partnership and business opportunities to grow the earned revenue opportunities for the Park.
- Oversee the management of special events and private rentals within the park venues, including applications and requests, contract generation for clients and vendors, and marketing strategy development and deployment. (i.e., Food Truck Fridays, Festival of Nations, weddings, etc.).
Serve as the Park’s thought leader about how it programmatically engages with the community through education and volunteer activities. Oversees the Community Engagement Manager’s efforts to manage and expand these activities.

Support all Tower Grove Park internal events and fundraisers (i.e., Flower Power Luncheon, Martinis at the Mansion, Frosted 5K, etc.).

Oversee the management of recreation activities within the Park (i.e., field use, tennis center, pavilion rentals, etc.).

WHO WE’RE LOOKING FOR:

Tower Grove Park seeks a Director of Community Programs that enjoys interacting with people, building relationships, and relate to various groups of professionals and partners. An ideal candidate would have the ability to bring creativity and energy to all facets of their work.

The ideal candidate for this position will have an Associate’s or Bachelor’s degree in parks and recreation, education, community outreach, or related field. An ideal candidate will also have a minimum of seven (7) years of experience, including three (3) years of progressive supervisory experience. Successful candidates will have experience creating productive teams, scheduling, record keeping, and report preparation. Experience with facilities scheduling, event planning, and customer interface software is a plus. This position is a best fit for candidates who can handle multiple projects and team members simultaneously in a fast-paced environment.

This position is based out of the Tower Grove Park office. Office hours are Monday-Friday, 8AM-5PM with flexibility to work remotely on a limited basis. Some evenings, nights and weekends will be required.

Salary range is $60,000-$70,000 based on experience.

Tower Grove Park offers a comprehensive benefits package to all full-time employees. Benefits include medical, dental, vision, life and short-term disability insurance as well as a retirement plan. Tower Grove Park observes 12 paid holidays in addition to paid time off as well as reduced cost for use of Park facilities.

DIVERSITY & INCLUSION

Tower Grove Park is an Equal Opportunity Employer. We are also committed to creating a diverse and inclusive workplace. All qualified applicants will be considered regardless of race, color, religion, gender, gender identity/expression, sexual orientation, national origin, disability, age, or veteran status.

Please return all applications to jobs@towergrovepark.org.