

Job Posting

Horticulture Director

Date Posted: January 16, 2023

Location: Idaho Botanical Garden, Boise, Idaho

Please Contact:

Courtney VanMeer

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Compensation:

\$ 65,000 - \$75,000/annual salary

Full time exempt

To Apply:

Please submit resume and cover letter for review to: hire@idahobotanicalgarden.org

The Horticulture Director provides overall management of the ornamental gardens, grounds, ponds, and horticulture facilities. The Horticulture Director is responsible for all horticultural initiatives, including the oversight and implementation of planning, design, procurement, implementation, and oversight of all garden spaces. The Horticulture Director will lead in expanding and improving horticulture displays, including formal collections. The Director ensures that top quality maintenance of gardens and grounds is achieved, using staff and volunteers. This leader assumes primary management, support, and development of the horticulture team. The Horticulture Director also works closely with other key staff and board members on master-planning and other considerations related to site development and horticulture programs.

Responsibilities

Direct and Develop the care of the gardens to meet IBG strategic goals:

- Report to the Executive Director the development of short-term, intermediate, and long-term plans to achieve horticultural excellence.
- Design, conceptualize, direct and manage all horticultural activities, including four-season horticultural design, plant cultivation and protection, turf and tree care, greenhouse production and sustainability practices.
- Direct and support plant collections efforts for official and unofficial collections within the garden. In collaboration with horticulture & curatorial team members, oversee the processes for accessioning, deaccessioning, mapping, relocating and labeling of plants in the garden.
- Lead all horticultural initiatives in collaboration with the other Garden team members.
- Lead strategic planning processes as appropriate.

Horticulture Staff Development and Direction:

- Hire appropriate staff as identified in the annual budget process.
- Develop, motivate and monitor horticulture staff performance.
- Delegate responsibility and accountability while fostering a strong working relationship and team spirit among horticulture staff members.
- Coach and direct the horticulture team to achieve work that contributes to the greater body of Horticulture as appropriate to the Intermountain West.
- Provide leadership, management, inspiration, support and professional development directly to the horticulture team.

Horticulture Budget Development and Administration:

- Develop, assess and monitor annual horticulture plans and the corresponding budgets.
- Adhere to approved annual budget.
- Direct, develop, and implement Horticulture programs that financially contribute to the Horticulture program as well as align with IBG strategic goals.
- Collaborate with other Garden team members on content for interpretive horticultural related materials, signage and programs.

Collaboration with other Staff, Board, and key stakeholders:

- Participate on and lead committees that support various Garden efforts.
- Positive, proactive communication with other Program Directors to ensure a that visitors have an exceptional experience.
- Cultivate and develop relationships with key contributors, institutional collaborators and industry supporters.
- Cultivate industry support through professional networks and previous employment relationships.
- Engage in outreach with other botanical gardens, horticultural and environmental organizations in support of services, joint research and educational opportunities with the Garden.
- Function as an ambassador to the community at large supporting the Garden and its mission.

Other duties as assigned

Skills, Specifications and Experience

- Bachelor or Associate degree in Horticulture or related field preferred.
- Minimum of eight years of professional experience in a related position, including progressive supervisory experience and demonstrated organizational success in a similar role.
- Strong leadership skills, including delegating, managing and prioritizing activities and responsibilities with clarity and confidence combined with strong interpersonal and teamwork skills.
- Outstanding horticulture or related garden design expertise, as well as management, organizational and planning skills.
- Thorough knowledge of botanic garden collections, supporting science and sustainability practices with demonstrated creative design abilities.

- Strong interpersonal and teamwork skills.
- Ability to work independently as well as in a team environment.
- Ability to solve complex problems and independently make decisions.
- Plans ahead; is forwarding thinking, organized, and able to manage many diverse tasks in an effective, professional and efficient manner.
- Interested in developing others through hands-on coaching, teaching, patience, and supervision.
- Possesses a friendly, polite, service-oriented demeanor while interacting and working in close proximity to garden guests. Must answer a variety of questions regarding the horticulture collection.
- Behaves and communicates in a manner that promotes and fosters a culture of teamwork and cooperation with internal and external customers.
- Focuses on solving conflict; approaches others in a tactful manner; accepts responsibility for own actions; follows through on commitments; remains open to new ideas and approaches.
- Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Requirements

At least five years of experience in all aspects of routine garden maintenance working with a professional gardening, horticulture, landscaping, or nursery organization.

Must be able to responsibly use power tools and equipment such as string trimmers, mowers, blowers, and sprayers.

A valid Idaho driver's license and good driving record.

Ability to use computers for basic tasks such as email correspondence, calendar scheduling, and Microsoft Suite.