

Monk Botanical Gardens

Horticulture and Grounds Manager

Position Summary

The Horticulture and Grounds Manager provides overall leadership of the Gardens' horticulture, infrastructure operations and participates in the care and maintenance of its gardens and grounds.

Essential Functions

- Provide overall management of the gardens and grounds, ensuring their top-quality maintenance using seasonal staff and volunteers.
- Conducts maintenance of lawns, shrubs, tree removal, planting, and weed eradication.
- Prepare and administer grounds department's budget and planning including budget monitoring, strategic planning, capital projects and facility maintenance as related to horticultural services.
- Prepare annual goals and report on progress in annual performance reviews.
- Hire and supervise horticulture interns/seasonal staff and volunteers.
- Work closely with key staff and volunteers on master-planning and other issues related to site development and horticultural programs.
- Design plans for seasonal plantings and orders bulbs and plants required.
- Design hardscape and plantings for new garden areas when assigned a project.
- Oversee plant collection management including accessioning, deaccessioning, inventorying, evaluation and identification.
- Develop and maintain planting/removal records, garden maps, chemical use records, etc.
- Supervise contractors and service providers.
- Manage equipment procurement, service and repair. Train operators of equipment to ensure safe and efficient equipment utilization.
- Oversee and assist with snow and garbage removal.
- Prepare site for special events, rentals and programs.
- Work as part of the staff and volunteer team that identifies, solicits, and cultivates funding sources for the Gardens, including grants, individual, and corporate donors.
- Work with the Education and Events Coordinator to provide educational programs on and off site in support of services and educational programs relating to the MBG mission.

- Serve as a spokesperson on the plants, gardens and gardening to the media, garden clubs and other related horticultural groups.
- Work with the Grounds Chairperson to oversee the grounds committee.
- Use social media to promote the Gardens. Provide newsletter articles and reports as requested.
- Assist with events as requested.
- Other duties as assigned.

Qualifications and Experience

- Minimum of a Bachelor's degree in Horticulture or Botany. Master's preferred.
- Minimum of 3 years of work experience in horticulture, preferably in a public garden or arboretum setting.
- Broad knowledge of and hands-on experience in applying horticultural practices (e.g. planting, fertilization, irrigation, propagation, pruning, and weed & pest management).
- Documented supervisory and budgeting experience.
- Strong computer, writing and communication skills.
- Ability to handle and address public & horticulture issues in a public garden setting.
- Ability to ensure the proper use of all equipment.
- Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
- Ability to wear and use appropriate personal protective equipment as necessary.
- Good communication, interpersonal and public relations skills.
- Ability to work flexible hours when needed, including weekends and evenings.
- Must have valid CPR/First Aid Certification or willing to get one.
- Must have a current Commercial Applicator's license (or obtain within one year from date of employment).
- Must have a vehicle and possess a valid driver's license.

This position will report to the Executive Director.

Compensation

This is a part time .75 FTE position. Salary range \$31,500-\$39,000 (.75 FTE). A generous PTO program available after a 90-day performance review. Simple IRA available after 1st year of employment. Employer-paid dental and vision insurance along with life, long term, and short term insurance.