

**Director of Horticulture  
St. George Village Botanical Garden**

**POSITION DESCRIPTION:**

The Director of Horticulture will play a leading role within Garden's operations, and will be responsible for all aspects of management and long-term care of the Garden's unique landscape.

**Primary Tasks**

- Act as a leading member of the Garden's Horticulture Team, has primary accountability for long term planning, and daily oversight of the Garden's unique landscape and gardens. This position reports to the Executive Director.
  - Evaluate, build, and codify a cohesive landscape management plan that ensures consistency in best horticultural practices and management techniques.
  - Participate in Garden's donor identification, cultivation, and stewardship efforts related to Garden horticulture; identify new opportunities for donor/volunteer engagement around horticultural and operational initiatives
  - Spearhead the development and implementation of a planting plan
  - Actively promote and contribute to the Garden's sustainability initiatives in landscape and Garden management
  - Assess existing landscape challenges and work with horticulture staff to formulate appropriate responses and implement changes as necessary.
  - Create immediate and long-term departmental goals; communicate updates and plans to Executive Director and through the appropriate channels to the Board as required;
  - Provide expertise and vision for a staff of five full-time gardeners, as well as several seasonal volunteer gardeners and horticulture interns;
  - Work directly with the Nursery Manager to oversee the day-to-day operations of the Nursery
  - Lead weekly meetings with the horticulture staff and articulate departmental priorities on a daily/weekly basis; ensure that work plans are designed and executed in conjunction with such priorities
  - Provide direction related to individual and group projects, with attention to long term planning and problem solving
  - Ensure the optimal staffing of the horticulture team, recruiting, hiring, and training to build out the department and ensure that gardeners receive ongoing instruction and evaluation
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- Act as part of Garden operations management team, participating in weekly team meetings, responding to emergency situations at the Garden ensuring a positive visitor experience
  - Draft RFPs for third party vendors as needed; review proposals, engage, and coordinate activities of third party vendors

- Evaluate existing plant records and create a long term plan for translating pertinent information to the Garden's online resources and print material
- Work with the executive Director, gardeners, and staff to develop, organize, and implement horticulture programs, publications and tours
- Participate in a range of activities beyond the typical work day, including Garden events and programs, fundraising initiatives, tours, and stewardship and cultivation activities as needed
- Team-player, willing to collaborate on all tasks required for maintaining the highest standards of landscape management and operations, programs, development, and communications

### **Qualifications and Experience Requirements:**

- Bachelor's degree in horticulture, forestry, ecology, plant science, or a related field; 5 years of hands-on experience in the horticulture industry may substitute for degree.
- Ability and willingness to perform hands-on work in all types of weather typical in the US Virgin Islands
- Experience and confidence in operating horticulture equipment and machines.
- Ability and willingness to work flexible hours including evenings, weekends, holidays, storm clean-up, and special events, as needed.
- Basic use of Microsoft products, including Word, Excel, PowerPoint, Teams, and Outlook.
- A valid driver's license.
- Position subject to passing a criminal background check.
- This position requires outdoor physical work (80 %) in hot tropical climates, including frequent standing, walking, bending, kneeling, stooping, crouching, reaching, carrying, lifting, pushing, or pulling of objects up to 80 pounds, often working alone. It also requires office work on a computer, sitting for extended periods of time (20 %).

### **TO APPLY:**

Email cover letter and resume to [info@thegardenstroix.org](mailto:info@thegardenstroix.org) or [sarah.brady@thegardenstroix.org](mailto:sarah.brady@thegardenstroix.org)