The Herbert H. and Grace A. Dow Foundation

The Dow Gardens and Whiting Forest, agencies of The Herbert H. and Grace A. Dow Foundation, contain more than 1700 varieties of identified trees, shrubs, herbaceous perennials, and flowers growing in a beautiful and educational environment. The Dow Gardens, 110 acre horticultural garden, was established in mid-Michigan in 1899 by Herbert H. Dow. Whiting Forest, 40 acres of native plants and forest, is the newest area of Dow Gardens. The Dow Gardens and Whiting Forest are open to the public with a nominal admission charge.

Director of The Dow Gardens Position available March 1, 2014

Position Description:
The Director is primarily responsible for providing the overall direction for The Gardens, plant collections, and educational programs in concert with the Trustees of The Herbert H. and Grace A. Dow Foundation. This position reports to the Executive Director of The Herbert H. and Grace A. Dow Foundation. With input from the Trustees and others, the Executive Director will rate performance on an annual basis.

Responsibilities include:
- Continue development and implementation of educational and public information programs for Dow Gardens and Whiting Forest.
- Stimulate research programs related to native plant propagation and use.
- Administer the budget for Dow Gardens, Whiting Forest, The Pines, and other Foundation property.
- Design new Garden features with direction from The Herbert H. and Grace A. Dow Foundation Trustees and its Executive Director.
- Work with Executive Director of The Foundation on human resources program for Dow Gardens, Whiting Forest and The Pines that includes approximately 15 full-time and 25 seasonal employees.
- Develop a comprehensive program with staff to stimulate community beautification and sustainable programming supporting native plant utilization.
- Perform other duties as assigned by the President and Executive Director.

Desirable Characteristics:
- Master’s Degree or equivalent experience in Horticulture, Botany, Forestry, Business or other related field.
- Proficient verbal and written communication and interpersonal skills.
- Demonstrated ability to maintain positive relationships with local and state government, educational communities, garden clubs, media and employees.
- Possess and maintain computer skills and competency in software necessary to accomplish tasks at hand.
- Maintain confidential information and approach work in a meticulous manner with an ability to meet deadlines and juggle multiple priorities.

By November 11, 2013, submit cover letter, resume, references and salary history to:

Dow Gardens Director Search Committee
The Herbert H. and Grace A. Dow Foundation
1018 West Main Street
Midland, MI 48640