Iowa Arboretum, Inc., located 40 miles northwest of Des Moines near Madrid, Iowa seeks a Horticulture Project Manager. The Horticulture Project Manager will be responsible for all aspects of managing the plant collection and expected to take a leadership role in the design, construction, and ongoing maintenance of established and new plantings. They will report to the Executive Director. The Horticulture Project Manager will be responsible for coordination and supervision of full and part-time horticulture and maintenance staff along with supervising volunteers. Working with the Executive Director, they will develop the protocols necessary to uphold excellent management and horticultural practices. This position will also work with the Executive Director in the development of programs and managing budgets to reach or exceed annual goals. The Horticulture Project Manager will maintain detailed records and program evaluations.

**Qualifications:** The candidate must have A) a four-year baccalaureate degree or commensurate experience; B) horticultural, organizational, fiscal, and managerial experience in a professional setting; C) Strong public speaking, communication, and presentation skills; D) supervisory, collaborative and interpersonal skills; E) Knowledge in gardening, horticulture, plant propagation, greenhouse management, habitat restoration, and environmental ecology; F) Computer experience to include Excel, Filemaker Pro and Microsoft Office; G) A valid driver’s license is required.

The candidate must be an energetic, creative, and a strategic thinker along with having organizational leadership, public relations, and planning skills and a proven record in arboretum/and or horticulture management. The candidate must have the ability to oversee the development of educational programs that involve people from diverse backgrounds. The candidate is required to build rapport with donors, volunteers, and the public with diplomacy, discretion and customer-service orientation.

**Compensation:** Commensurate with experience and qualifications. The position is full time; occasional weekends and evenings will be required.

**Primary tasks include but are not limited to:**

- Coordinate and monitor living-collections curation, including plant specimen labeling, mapping, inventory, and other forms of collection documentation
- Plan and coordinate projects ranging from small garden or exhibit renovation to major construction projects including obtaining funds, grants and/or sponsorships to complete projects (design, materials, labor, and maintenance).
- Establish horticultural goals for subsequent seasons and years; develop and manage annual budget based on these goals
- Serve as a leader for the horticulture staff, providing a good example for others to follow, and insuring good morale. Supervise, coach, and appraise the skill development of the horticulture and maintenance staff. Provide clear and concise staff evaluations.
• Select and grow plants in the arboretum’s greenhouse for the annual spring and fall plant sales.
• Develop environmentally friendly and sustainable management practices; research the best practices in the area.
• Assist with training and educational programs by planning and participating in lectures, workshops, and tours. Write articles for the arboretum’s newsletter.
• Serve as a technical resource for the public and professional colleagues.
• Ensure that all vehicles, tools, materials, plants, equipment, and other resources are procured and available when necessary and used safely, effectively, and efficiently. Ensure that these resources are well maintained, well organized, and re-ordered promptly. Implement and oversee inventory control systems.
• Develop a plan and process for snow and ice removal, including the use of plows, shovels, ice chippers, snow blowers, and salt spreaders for weekdays and weekends.
• Write requests for project proposals, specifications for contracts and supervise all horticultural contractors working on the site. Ensure that written specifications are fulfilled and work is conducted in a safe and timely manner. Manage contracts.
• Collaborate with the staff of other non-profit organizations on diverse projects related to the mission of the Arboretum.
• Assist with special events.
• Implements the policies established by the Board of Directors. Present department report at each board meeting. Collaborate with the Plant Collections Committee.

Interested candidates should email a resume and cover letter to the Executive Director, Mark Schneider, mark.schneider@iowaarboretum.org

Send cover letter and resume by May 13, 2016.

Iowa Arboretum, 1875 Peach Ave., Madrid, IA 50156 (515)795.3216