



JOB DESCRIPTION: GREENWOOD GARDENS HORTICULTURE DIRECTOR

OVERVIEW:

Greenwood Gardens is a treasured public garden, a 28-acre former private estate incorporated as a non-profit organization in 2003 and accessible to the public since 2013. Located in Short Hills, New Jersey, approximately 25 miles west of New York City, Greenwood is an enchanted hideaway, graced with terraced gardens, woodlands, meadows, grottoes, fountains, Arts and Crafts follies, and winding paths. Since undertaking capital projects in 2009, 2019, and 2020 in which we added substantial parking capacity; renovated the core portion of the historic garden, including two water features and major portions of the landscape; and currently restoring the last of our water features – the Cascade - Greenwood's potential for continued growth calls for increased attention and expertise to be focused on creating a world-class garden as a critical means of attracting new visitors, members, donors, and volunteers. We see a bright future ahead for this key element of the organization and look forward to welcoming a dynamic individual in the role of Horticulture Director who can build on the work and accomplishments already achieved to successfully lead Greenwood's horticulture efforts into the future.

POSITION SUMMARY/PRIMARY RESPONSIBILITIES:

The Horticulture Director (HD) will be directly responsible for overseeing all horticultural activities at Greenwood including every aspect of the management and long-term planning for and care of its horticultural displays and tree collection. The role requires a hands-on leadership style, strategic and aesthetic vision, in-depth knowledge of plants, and the critical ability to recognize when new horticultural designs are required and the skill to create them, in collaboration with key stakeholders.

The HD is a member of the Leadership Team, reporting directly to the Executive Director (ED), and working in close coordination with the Deputy Director (DD), whose role incorporates serving as Head of Facilities and Operations. The HD, in concert with the ED and DD, will confer regularly about areas of horticulture focus and treatment approaches to ensure aesthetically appropriate and sustainable outcomes in the garden. Two full-time gardeners and one seasonal gardener will report directly to the HD who will also oversee and direct the activities of Green Team volunteers. The primary responsibilities of the Horticulture Director include:

Landscape Planning, Management, and Design

- Develop and implement plans associated with the daily, seasonal, and annual management of all horticultural displays, tree collections, and natural areas, including plant acquisition, planting, maintenance (pruning, weeding, watering, fertilizing, mulching, pest management, etc.), and

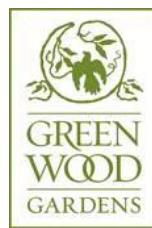


editing of specimens as warranted, based on the overall design plan and dictates of environmental conditions. Effectively deploy the horticulture team and volunteers in implementing the plans.

- Assess existing horticultural challenges in both planted and unplanted areas and collaborate with horticulture staff, consultants, and the Horticulture Committee to formulate appropriate responses, and implement strategies as necessary.
- Create landscape designs for areas in need of elevated aesthetic presentation that are not under the purview of designated landscape design contractors; review these with the ED and DD, and potentially the Horticulture Committee, in advance of implementation.
- Maintain existing and institute new sustainable best practices consistent with the overall goals of the organization while striving to balance the highest of horticultural standards with responsible environmental stewardship of a historic site.
- Identify plants requiring signage; place orders and install.
- Develop and plan horticulture projects in coordination with various staff and landscape professionals.
- Supervise contractors on-site to ensure they are working safely and that contract compliance and quality control measures are being met.

Horticulture Department Administration

- Develop and adhere to a regular year-round schedule of meetings and garden walk-throughs with the ED and DD to review the status of landscape areas, suggest improvements as deemed appropriate, and solicit feedback on actions taken.
- Develop and maintain budgets and monitor spending related to horticulture maintenance including tree care, pest management, emergency work, etc.
- Maintain accurate records that track inventory, as well as staff and volunteer hours.
- Maintain Greenwood's database management system of planting records.
- Participate in weekly Leadership Team meetings where department heads routinely update peers about key activities as well as surface opportunities and challenges.
- Regularly coordinate with staff about horticulture operations that might impact other departments.
- On a daily/weekly basis, work alongside and supervise the horticulture team in the field, providing guidance and feedback on essential tasks, ensuring departmental priorities/work plans and best practices are followed on a daily/weekly basis.
- Develop performance standards for all members of the horticulture team, ensuring that employees receive ongoing instruction and opportunities for professional development.
- Lead the measurement of the horticulture team's performance and ensure compliance with Greenwood policies, including safety, job performance and personal conduct.



- Ensure optimal staffing of the horticulture team, including recruiting, hiring, training and scheduling.
- Cultivate a healthy and supportive culture amongst the horticulture team as well as with the administrative team.
- At the request of the Executive Director, with input from the Development Committee, participate in donor cultivation and stewardship efforts such as making presentations about - or leading tours through - the garden; assisting at the annual Garden Luncheon and other events and programs; identifying opportunities for donor engagement and volunteerism around horticultural initiatives.
- Participate in development and implementation of funding proposals for horticultural projects.
- In coordination with the Public Engagement Manager, lead seasonal garden tours for visitors, and recruit and train volunteers to expand horticulture team capacity.
- When requested and in collaboration with key staff, contribute short relevant articles to Greenwood's in-house newsletter, make occasional in-house presentations, and on a limited basis, conduct on-site programming for key stakeholders.
- Safety: HD is responsible for the effective, efficient, and safe operation of the horticulture staff as well as being equally responsible for the public's safety relating to plantings and horticultural maintenance.

QUALIFICATIONS

- A minimum of eight to ten years of horticultural management and landscape design experience in a public garden or private estate with a minimum of five years of hands-on supervisory responsibility.
- B.A. or B.S. degree in landscape design, horticulture, conservation, or related field.
- In-depth knowledge of plant culture, maintenance, and identification.
- Team-player, willing to physically and intellectually collaborate on all tasks required for maintaining the highest standards of landscape management and operations, programs, development, and communications.
- Must understand the artistic presentation of plants in a public garden setting.
- Ability to read and understand landscape drawings.
- Strong leadership skills that motivate a team to produce excellent results in a collegial environment marked by high morale and teamwork.

- Excellent communication skills in English, both verbal and written, able to interact with trustees, management, staff, high level donors, township officials, and contractors.
- Ability to effectively interface with the public by leading tours, from time to time, giving presentations to a variety of audiences.



- Solid administrative computer skills (Microsoft Word/Excel/Outlook); ability to manage horticulture database.
- Must be able to operate all tools, vehicles, irrigation systems and equipment required for use by the horticulture department; ability to walk, reach, stoop, kneel, crouch, crawl, and regularly lift and/or move 40 pounds with proper tools year-round.
- Valid New Jersey State driver's license.
- A valid NJS pesticide applicators license or ability to obtain one.

PREFERRED QUALIFICATIONS

- OSHA 10 certified or the ability to be certified is a plus.

COMPENSATION AND BENEFITS

- Salary range: \$90,000 to \$100,000, commensurate with experience.
- Benefits: Health insurance with premiums paid by employer, savings plan with match, and generous time off.
- Full time/year-round.

TO APPLY

Please submit your resume along with a cover letter outlining your interest in and fit for the position to: aoneill@greenwoodgardens.org with the subject line "Horticulture Director."