



JOB DESCRIPTION

DEPARTMENT: Horticulture	TITLE: Director of Horticulture	REPORTS TO: Chief Executive Officer
	FULL-TIME or PART-TIME: Full-Time	EXEMPT or NON-EXEMPT: Exempt

ABOUT THE SAN ANTONIO BOTANICAL GARDEN

For nearly 40 years, the San Antonio Botanical Garden (Garden) has inspired people to connect with the plant world and understand the importance of plants in our lives. Recognized nationally for commitment to outstanding displays, botanical diversity, education, environmental stewardship, and experiences that connect people to the natural world, the Botanical Garden is a top San Antonio cultural institution that serves as a museum of plants, a tranquil escape, a living classroom, a research and conservation facility, and entertainment venue where art, architecture, music, and theater experiences come to life for more than 160,000 annual visitors. The Garden features 38-acres of nature space located deep in the heart of San Antonio. For more information, visit www.sabot.org.

SUMMARY OF RESPONSIBILITIES

The Director of Horticulture is responsible for the excellent management and growth of the Garden’s diverse plants and horticultural displays throughout the 38-acre garden. The ideal candidate will provide strong leadership to the Horticulture department and is responsible for leading all departmental staff in the achievement of strategic organizational goals and best management practices. This position will lead all horticulture initiatives in collaboration with the Garden’s Leadership Team to ensure integrated and strategically based outcomes that realize the institution’s overall vision and values. The Director of Horticulture will be responsible for developing collaborative projects with key partners including universities, associations, agencies and others to further promote the Garden’s position as a leading regional garden and cultural institution.

COMPETENCIES/SKILLS

A. GARDEN MANAGEMENT

- Directs and manages all botanical activities including seasonal displays, horticultural design, plant cultivation and protection, greenhouse production, irrigations systems and sustainability practices.
- The ideal candidate has specialized knowledge of plants native to Southcentral Texas.
- Initiates horticulture design for major exhibitions, events and activities that help attract new audiences; works well with outside vendors, artists and contractors hired to execute related programs to make them successful.
- Develops, administers and controls the operating budget for the horticulture department.
- Serves as an effective staff liaison to the Garden’s Board of Directors Buildings & Grounds Committee and directs the collection of materials for meetings, minutes and records.
- Liaisons with the Director of Programs relating to all content of interpretive horticultural materials, signage and programs.
- Represents the Garden among external fundraising groups that support the Garden including The Garden Center, garden clubs, plant associates, government partners, city and county agencies and more.

B. STAFF MANAGEMENT

- Provides excellent leadership, direction and management to the Horticulture team including development and monitoring of the organizational structure needed to accomplish all annual goals.
- Coaches, develops and leads horticulture team with timely feedback ensuring the team has the ability to achieve at the highest level of career growth and desired performance standards.
- Delegates appropriate responsibility and accountability while creating strong working relationships among Horticulture staff, volunteers and peers.

- Acts as an ambassador for the Garden and its programs. Proactively seeks opportunities for speaking engagements and develops relationships with external partners at peer institutions to advance the Garden's mission.
- Collaborates with Director of Rare Plant Conservation to elevate awareness and increase protection of 13 rare and endangered plants of Southcentral Texas among Garden visitors, peer institutions, member agencies and associations.

QUALIFICATIONS

- Bachelor's Degree in horticulture, botany or related field, such as landscape architecture, mandatory.
 - 10-15 years proven experience and knowledge of public gardens management preferred.
 - Must have proven ability to manage a high-level performing team.
 - Previous experience in fiscal activities such as staffing levels, budgets and financial goals, as well as strategic planning and implementation.
 - Understands and appreciates excellence in garden design and plant care.
 - Speaks clearly and persuasively; listens for clarification when necessary and responds informatively to questions.
 - Excellent writing skills and presents quantitative/measured data effectively.
 - Able to read and interpret written information.
 - Communicates and manages well at all levels of the organization while also exercising good judgment and effective decision-making based on accurate and timely analysis.
 - Overall, this position requires high energy and enthusiasm for plants, people and gardens, a forward-thinking individual who works well with others, and someone focused on effectively managing change to achieve the Garden's vision over the next decade.
 - This position requires thorough knowledge of botanical garden collections, supporting science and sustainability practices with demonstrated creative design abilities.
 - Must be able to maintain a flexible work schedule with the ability to work evenings, weekends and holidays as required.
 - Proficient in Microsoft Office Suite.
 - Must be able to frequently lift and carry up to 50lbs, move for long periods of time, and operate machinery as the job requires.
 - Ability to successfully pass a criminal background check.
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Compensation: Compensation will be commensurate with the qualifications and experience of the individual.

Application Instructions:

To apply, email a cover letter and resume to employment@sabot.org.

Please add in the email subject line: **DirectorofHorticulture@sabot.org**

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden, they are considered neither inclusive nor exclusive.

The San Antonio Botanical Garden is an Equal Opportunity Employer