



Greater Des Moines  
**Botanical Garden**

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## **Job Description: Ecological Horticulturist**

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**Reports to:** Assistant Director of Horticulture  
**Function:** Responsible for year-round horticultural operations in support of garden programming and collections management  
**Status:** Non-Exempt  
**Schedule:** Full-time, regular schedule Monday-Friday, with regular weekend rotation, and occasional nights and holidays, depending on institutional needs. Alternative schedules subject to availability.  
**Revision Date:** August 2019

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### **Position Summary**

This newly created, full-time horticulturist position will be primarily responsible for daily operations of naturalistic outdoor gardens including the Lauridsen Savanna and adjacent parking lot garden. Specific work assignments are contingent upon skills and experience, but the ideal candidate should possess a strong background in plants--particularly Midwestern natives--and landscape ecology either through formal education or practical experience. This position will work closely with the Assistant Director of Horticulture and the Director of Horticulture and Education to further develop the Botanical Garden's newly minted HortEcology™ initiative, including participating in educational programming and fieldwork.

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### **Primary Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Prepare the Garden for daily visitors as well as special events, ensuring that the Garden is well groomed, the plants and collections are healthy, and the Garden is safe and attractive for the public
- Collaborate with team members to improve and enhance outdoor garden operations, policies, and procedures, along with tasks required for maintaining the highest standards of horticultural operations, including attending staff meetings and interacting with board directors, donors and the public
- Perform and support horticultural practices that encourage overall plant health and soil nutrition, and include sustainable gardening and IPM practices
- Maintain horticultural tools, equipment and records of work accomplished while documenting processes and procedures for institutional stability
- Assist with ongoing horticultural design development for areas of responsibility in collaboration with the Assistant Director of Horticulture and the Director of Horticulture and Education
- Assist with the fulfillment of the Garden's plant collection and plant records policies, including collaborating with team members to advance curatorial activity for areas of responsibility
- Lead horticultural tours and assist with educational programming and special events, as directed
- Supervise horticultural volunteers in horticultural tasks
- Serve as part of the snow and ice management team during the winter months

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### **Success Factors**

In conjunction with position-related skills, the successful candidate will bring become an integral member of the Botanical Garden team with these criteria:

- Serve as part of a cross-departmental team that delivers a superior guest experience, drives membership and promotes the Botanical Garden mission and offerings at special events and outreach opportunities
- Develop, maintain and promote positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media and the general public in order to achieve departmental and organizational goals

- Maintain a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission
- Cultivate a passion for details, efficiency and timeliness
- Require only general direction; able to make decisions based upon broad institutional policies and general objectives; acts and works independently and exercises sound judgment with minimal supervision.

## Qualifications

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The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

### Education and Experience

- Bachelor's degree in horticulture, plant sciences or related field of study
- Previous educational or employment experience in public horticulture is highly desirable. A passion for connecting people and plants in an innovative environment is critical to success in this position
- In-depth knowledge about plant ecology, naturalistic planting design and plant propagation is highly desirable

### Knowledge, Skills and Abilities

- Working knowledge of plant systematics and nomenclature
- Working knowledge of current trends in ornamental horticulture
- Excellent communication skills, both written and verbal
- Working knowledge of Microsoft Office suite
- Ability to read and write reports, business correspondence and procedural manuals
- Excellent time-management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision, as well as part of a team
- Comfortable engaging audiences across a range of demographics and learning styles
- Ability to interact in an appropriate and professional manner with the general public, staff and volunteers

### Licenses and Certifications

- Must possess a valid State of Iowa Driver's License (or obtain within 1 month)
- Must possess a valid Commercial Pesticides Applicator license (or obtain within 1 month)
- Maintain insurability under the company auto liability policy

## Work Environment & Physical Demands

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance, talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision and depth perception.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to outside weather conditions throughout the year. The noise level in the work environment is usually moderate. This position is performed in outdoor, shop and office settings.

## **About the Organization**

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The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14-acres in the heart of downtown Des Moines. With a mission of exploring, explaining and celebrating the world of plants, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. We serve a diverse audience as we expand our horticultural and community influence.

### **Greater Des Moines Botanical Garden Compact of Excellence**

In order to do our best work and have a supportive work environment, the Greater Des Moines Botanical Garden team members agrees to:

**TEAMWORK** – We are committed to showing up as our best selves, with empathy, gratitude and respect for fellow teammates and their ideas.

**COMMUNICATION** – We communicate with integrity by being transparent and honest, while listening to understand.

**EXPECT THE BEST** – We expect and deliver the best by capitalizing on the strengths of our team members to have a positive work environment and experience for our clients.

**ACCOUNTABILITY** – We hold ourselves and one another accountable to the mission of the Greater Des Moines Botanical Garden and the Compact of Excellence.

### **Position Application**

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Qualified candidates should submit a cover letter, application, three references and a resume to [bghr@dmbotanicalgarden.com](mailto:bghr@dmbotanicalgarden.com). Applications must be submitted electronically. No paper applications will be considered.

Greater Des Moines Botanical Garden is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Greater Des Moines Botanical Garden will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with a member of management.