

CALIFORNIA BOTANIC GARDEN

1500 North College Avenue, Claremont, CA 91711-3157 · Phone 909-625-8767 · Fax 909626-7670

www.calbg.org

TITLE: Nursery Manager
DEPARTMENT: Conservation Program
STATUS: Full Time, Salaried
REPORTS TO: Director of Conservation Programs

Position Overview:

Working closely with the Director of Conservation Programs, the Nursery Manager will direct and oversee growing operations within the nursery facilities at the California Botanic Garden. Major duties include training and supervision of staff, project management, oversight of plant propagation and maintenance of nursery facilities, and oversight of field collection of seeds and cuttings for plant propagation. Specific projects may include seed bulking, propagation trials, and the production of thousands of plants annually under contract.

The Nursery Manager will assist the Director of Conservation Programs in developing budgets, project proposals, and management of contracts and grants including writing reports and producing invoices. This position is responsible for meeting the deliverables outlined in contracts, grants and agreements for a variety of partners including government agencies, environmental consulting firms, non-governmental organizations, and academic institutions.

The Nursery Manager will work closely with project partners to maintain and develop working relationships with relevant stakeholders. This position plays a central role to advance the Garden's mission of conservation and restoration of California native plants and habitats and to promote the Garden as a leader in best practices in horticulture and restoration. This is a full-time (40 hours per week), exempt position that reports to the Director of Conservation Programs and works with the Biodiversity Science & Conservation and Horticulture teams.

Duties and Responsibilities:

- Under cooperative agreements, contracts and grants between California Botanic Garden and other organizations, oversee the management of plant propagation projects for restoration and reintroduction including project management and reporting.
- Oversee the production of plants for the Garden's Living Collection and the Garden's retail nursery (GNN)
- In conjunction with the Director of Conservation Programs, prepare and adhere to the annual budget.
- Train and supervise organizational volunteers, interns, staff, and students.
- Oversee field collections for plant propagation projects.
- Work with the Director of Conservation Program to prepare written proposals for grants, agreements, and contracts for propagation projects that support restoration and ex-situ conservation.
- Oversee record keeping and data management.
- Prepare quarterly and final reports for multiple projects.
- Oversee the implementation of best management practices in the nursery
- With support from the Maintenance team, manage and maintain all Nursery systems and structures including: two greenhouses (3000 sq ft), two liner houses (3000 sq ft), benches, and shaded areas (14,000 sq ft total across several areas). Coordinate with Maintenance team for repairs including routine maintenance and renovations including capital improvement projects.
- Maintain up-to-date Best Management Practices Manual, chemical/material inventories, and other safety documentation.
- Work with the Business Office staff to ensure accurate and complete plant inventory tracking.

- Contribute to written articles for the Garden's newsletters, website and social media outlets as requested.

Qualifications:

- Master's Degree or equivalent experience in ecological restoration, horticulture or related field.
- Extensive knowledge of California native plants, including horticultural experience working with rare and more common species
- Supervisory experience
- A working knowledge of basic taxonomic principles and characteristics of major plant families and California flora.
- Experience in project management
- Experience supervising staff and working with volunteers
- Excellent organizational skills, accuracy in financial tracking and reporting
- Knowledge of horticulture practices with an emphasis on conservation horticulture
- Valid driver's license.

Physical demands

- Ability to conduct fieldwork and nursery work under a variety of environmental conditions (heat, cold, rain, etc.) is required.
- Ability to walk in uneven terrain through thick chaparral is required.
- Ability to lift 40 lbs is required.

Salary Range

\$69,000–80,000 commensurate with experience. Full Time, Salaried

CalBG is committed to providing comprehensive benefits to eligible employees and their eligible dependents. Our benefits package includes competitive compensation, health, dental, and vision insurance, retirement savings plans, generous paid time off (vacation, holidays, sick time, bereavement, etc.) and more.

Qualified candidates please send cover letter and resume to:

Naomi Fraga, Director of Conservation Programs
nfraga@calbg.org