

## Job Opportunity

8-11-22, Garden Director, Elizabeth F. Gamble Garden, Palo Alto, No stated deadline

<https://www.gamblegarden.org/our-story/job-opportunities/>

# Elizabeth F. Gamble Garden: Garden Director

Staff/Volunteer Supervision, Program Development, Garden Operations

Gamble Garden is seeking a **Garden Director (GD)**, who is an experienced horticulturist and a skilled leader, one who thrives in a collaborative and community-centric environment. As the manager of a diverse and multi-talented staff, the GD is supported by the Board of Directors and Executive Director. The GD manages garden operations and collaborates with multiple volunteer-led committees to develop and implement horticultural education programs for adults and children. Fiscal management, facility management, program development, written and oral communication skills are essential for this position.

At her death in 1981, at age ninety-two, Elizabeth Frances Gamble, granddaughter of the co-founder of Procter & Gamble, left her house and garden to the City of Palo Alto. Today's Gamble Garden, a place of beauty and civic pride, was born from this extraordinary gift – one that came with minimal guidance and no endowment to secure its future.

## Duties and Responsibilities:

### *A. Garden Management, Operations, and Maintenance*

- Provides leadership in developing long-term best practices for the garden
- Designs and implements plans for the garden with an emphasis on defining, rehabilitating and maintaining historic sections of the garden
- Works closely with garden staff and volunteers to develop and maintain the garden; the GD works at least 40% of the time on hands-on garden-related tasks.
- Coordinates seasonal plantings
- Ensures the execution of general gardening activities such as pruning, deadheading, weeding, fertilizing, thinning, mowing, edging, pest control, irrigation/watering, installing plants and the use and maintenance of garden tools and equipment.
- Implements a maintenance plan encompassing garden buildings and grounds.
- Serves on a Board task force working to improve the garden facilities
- Collaborates with the Executive Director, and the Garden Advisors Committee to support the development by the Board of an inspirational, long-term strategic plan for the garden.

### *B. Education, Events, and Communication*

- Provides garden staff support for volunteer and staff-led committees, activities, and events.
- Develops garden-related programs for high school and college students, such as internships and community service opportunities.
- Contributes to garden-related public communications.
- Serves as ex-officio member of the Program, Garden Advisors, Garden Volunteers, Roots and Shoots, Second Saturdays, Spring Tour and Adult Education Committees.
- Provides leadership in using the garden as a springboard for horticultural education opportunities
- Plans horticulture classes for the public and classes focused on recruitment and development of gardening volunteers, coordinating with the appropriate Gamble Garden Committees
- Represents Gamble Garden at horticultural association meetings, as approved by the Executive Director.
- Advocates for gardens and their importance in communities
- Provides the Executive Director with monthly reports on garden-related activities for the Board of Directors.

#### *C. Personnel Management*

- Works with the Executive Director to maintain a productive, satisfying and safe working environment for employees and volunteers
- Manages a small staff of garden employees and seasonal interns
- Manages contractors working on garden-related projects
- Works with the Garden Volunteers Committee to enrich the volunteer experience.

#### *D. Financial Management and Fund Development*

- Working in collaboration with the Executive Director and Finance Manager, submits an annual budget, with input from the Garden Manager, for garden improvements, maintenance, special projects, garden-related education programs, equipment and supplies, and plant sales.
- Follows Gamble Garden fiscal policies and manages the annual garden expenditures based on the budget approved by the Board of Directors
- Adheres to budget guidelines, financial constraints, and looks for innovative ways to seek in-kind contributions to the organization.
- Contributes to the development of grants, grant implementation, and reporting and assists the Executive Director with other activities that provide financial support for the organization.

#### **Preferred Qualifications and Experience:**

- Prior experience contributing to diversity, equity, and inclusiveness; ability to work with program and policy volunteers to build a participatory and collaborative

work environment. Willingness to make a substantial contribution to advance Elizabeth Gamble Garden's mission, vision, and IDEA statements.

- Education: Bachelor's degree from an accredited college or BA, BS, or MS in horticulture or related field strongly preferred.
- Five or more years in garden management, maintenance, and operations, including experience training and supervising employees and garden volunteers, developing budgets and managing expenditures
- Experience in teaching and writing about horticulture/landscaping/environmental topics
- Skilled in the use of computers, including email, word processing, spreadsheet, and presentation software
- Experience in identifying pests and diseases and controlling problems using organic methods
- Knowledge of propagation, stock, inventory and supply management
- Ability to train and oversee others in the safe use of gardening equipment.

### **Physical Requirements:**

- Works indoors and outdoors
- Occasional exposure to chemicals, fumes, dust, water, insects
- Ability to lift or push up to 25 lbs. frequently, and up to 50 lbs. occasionally
- Position requires frequent walking, standing, climbing, kneeling, grasping and occasional squatting, bending, reaching and repetitive hand and foot motion

### **Other Requirements:**

- Valid CA driver's license
- Must obtain First Aid, CPR, AED certifications within 30 days of hiring.
- Must work on site as per work schedule approved by supervisor. Elizabeth F. Gamble Garden is located at 1431 Waverley Street, Palo Alto, CA 94301.

### **Reporting:**

- This position reports to the Executive Director

### **Application Instructions:**

Please submit a thoughtful cover letter and a two-page resume as a single PDF attachment addressed to Garden Director Search Committee at [jobs@gamblegarden.org](mailto:jobs@gamblegarden.org). For additional information about our organization, please visit us at [www.gamblegarden.org](http://www.gamblegarden.org)

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.