



Wing Haven Garden Manager

Full Time - Reports to Executive Director
Hours: 8:30 am - 5:00 pm with rotating Saturdays
Occasional after hour work required for events

Position Overview: Manage a historic garden in the Myers Park neighborhood of Charlotte, North Carolina. Oversee Wing Haven Gardens & Bird Sanctuary and Foundation Office grounds, as well as related buildings. Serve on the Wing Haven leadership team and be the liaison to the WH Garden Committee. Manage the garden staff. Work with, encourage, and manage the garden volunteers. Serve as an ambassador for Wing Haven.

Primary Responsibilities:

Manage and direct the daily operations of the gardens, structures, and the Nursery. Although the Wing Haven Garden Director is not directly responsible for the Elizabeth Lawrence House & Garden, the Garden Manager and garden staff will be available if needed.

Garden Maintenance Responsibilities:

- Use the Garden Maintenance Guide to manage general garden tasks as well as weekly, monthly and seasonal tasks. Schedule and prioritize garden tasks accordingly.
- Supervise, train and direct garden staff.
- Manage and support overall plant health and soil nutrition strategies to include sustainable gardening practices and integrated pest management.
- Oversee maintenance of equipment and organize/maintain storage areas.
- Maintain an inventory of the plants and their locations in the garden.
- Provide acceptable labeling for public education.
- Establish and oversee a plant records database with proper documentation.
- Keep current on gardening trends and resources.

Leadership:

- Work with and educate garden volunteers developing long-term productive relationships.
- Lead and teach volunteer groups as they support the efforts of given projects in the gardens. This includes soil amendment, proper pruning, etc.
- Serve as staff liaison to the Wing Haven Garden Committee. Set meeting dates and agenda with the committee chair. Complete agreed upon projects as reflected in the minutes in a timely fashion. Keep the committee informed of any unusual activity in the gardens.
- Work with Scouts on Projects or Awards and serve as the staff liaison.
- Serve on the Nursery Committee. Support Nursery Volunteers, assist them in managing the activities of the Nursery – plant sales, etc.

Team Responsibilities:

- Assist in execution of Wing Haven events.
- Provide information for budget planning and horticultural capital projects; monitor garden materials and maintenance budget.
- Assist Executive Director in building maintenance responsibilities for all structures, scheduling and meeting contractors as well as overseeing in-house repairs
- Assist with educational programming for children and adults/volunteers as needed; assist with behind the scenes tours for special guests or donor prospects.
- Provide/Submit articles for newsletter, or information for social media and website
- Perform additional tasks as requested by the Executive Director

Skills Required:

- Must have experience working in a public garden
- Must have a working knowledge of plants, plant names, gardening techniques and basic garden design
- Must be able to manage a team
- Must be able to lift up to 50 lbs.
- Must demonstrate knowledge of plant material native to the Piedmont
- Must have knowledge of proper pruning
- Must have an interest in maintaining a habitat for birds and some birding knowledge
- Must have basic computer skills - database management and ability to generate reports
- Must have experience working with volunteers - good communication skills, interpersonal skills

- Must be able to make occasional presentations to local garden clubs, etc.

Education:

- Bachelor's degree in horticulture, botany, natural science or related discipline - preferred
- Minimum of 4 years experience in the horticulture field
- Minimum of 2 years experience in a management position

To apply, send resume to:

Wing Haven
260 Ridgewood Avenue
Charlotte, NC 28209

Or email admin@winghavengardens.org

No phone calls

Application Deadline: February 15, 2017