



## **About Us**

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love growing plants from start to finish, leading others and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

## **Summary**

This Greenhouse Manager position oversees all greenhouse operations, focusing on plant health, inventory management, and budget performance. This role ensures operational efficiency, maintains quality plant care, and drives departmental growth while fostering a collaborative, accountable team environment. The manager works closely with cross-functional teams to improve visitor engagement and optimize inventory, contributing to profitability and visitor satisfaction.

## **Essential Functions**

1. Leadership
  - a. Lead, manage, and hold accountable the team to ensure the successful execution of operational plans and goals. Foster a positive and inclusive work environment that promotes open communication, collaboration, and continuous improvement.
    - Hold regular team meetings to discuss performance, goals, and challenges
2. Budget/P&L
  - a. Accountable for the department's Profit & Loss (P&L) performance by managing the budget, tracking expenses, and ensuring cost-effective operations.
    - Analyze market trends to inform inventory decisions and boost sales
    - Procure products based on demand and market analysis
    - Monitor sales metrics and ensure targets are met
    - Conduct regular budget analysis to uncover cost-saving opportunities
3. Greenhouse Management
  - a. Oversee all facets of greenhouse operations, including monitoring plant health, facility maintenance, and key performance metrics

- b. Care of the Greenhouses and other production areas including seeding, growing, weeding, watering, planting and general maintenance
  - c. Plant care is needed 7 days/week, 365 day/year including weekends and Holidays. Holidays are 2-3/year. There are heavy production phases that limit vacation times as vacation coverage is provided within the Horticulture Team. Schedules are made well in advance to allow for ample staffing during these times
- 4. Inventory Management
    - a. Manage inventory by tracking stock levels, forecast needs, and optimize product availability to minimize waste
  - 5. Safe Workplace
    - a. Promote and maintain a safe work environment and ensure staff training on safety protocols
  - 6. Pest and Disease Management
    - Work to identify and control pests and diseases as required
    - Must have or obtain certified non-commercial applicator's (pesticide) license
  - 7. Facilities Maintenance
    - Understanding greenhouse operations systems, work with the Horticulture team and maintenance staff to communicate equipment needs and concerns in a timely manner allowing enough lead time to manage issues
    - Responsible for weeding, mulching, watering, planting, and general maintenance

### **Experience/Education**

- Bachelor Degree in Horticulture field or related area *Preferred*
- High School Diploma or GED Required
- 5+ years of equivalent experience in greenhouse management or related fields, landscape or nursery setting or similar experience *Required*
- Ability to operate necessary garden equipment and vehicles
- Working knowledge of Microsoft office products including Outlook, Word and Teams *Required*.
- Familiarity with inventory systems
- Ability to adopt new technologies
- Process and Procedure oriented
- Valid Drivers License *Required*

### **Physical Requirements/Work Environment**

Must be able to lift 40lbs (team lifting as necessary); accomplish strenuous work on an ongoing basis in various conditions, including extreme heat and cold; must have dexterity and be able to groom plants and prune with speed and accuracy; perform administrative work in an office setting; ability to work weekends; evenings and holidays as required. Travel to trade shows, workshops or events as required.

### **Benefits**

Medical/Dental/Vision

Retirement Plan

Employer Paid Life Insurance

Employer Paid Short Term and Long Term Disability Insurance

Generous PTO Plan

### **To Apply**

Applicants interested in the Greenhouse Manager position must submit the following to [hr@powellgardens.org](mailto:hr@powellgardens.org).

- Cover letter addressing the following:
  - What is your experience with horticulture and/or greenhouse management?
  - Do you have experience managing a budget related to production?
  - Explain your interest in the Powell Gardens organization
- Resume
- Three references: professional, academic, and/or personal

To view the full job description, please go to <https://powellgardens.org/careers-at-powell-gardens/>