



Horticulture Operations Manager - Job Description Summary

Position Overview

The Horticulture Operations Manager is responsible for managing and overseeing all day-to-day horticultural operations at Cape Fear Botanical Garden. This includes the planning, maintenance, and enhancement of gardens, greenhouse production, nursery care, composting systems, tree care, and turf management. This role supervises five full-time staff and coordinates a dynamic volunteer team of over 100 individuals. The ideal candidate is both a hands-on horticulturist and a capable leader with a strong background in sustainable landscape practices.

Schedule: Full-time; Occasional evening, weekend, or holiday hours required for seasonal events or emergency repairs.

Key Responsibilities

The ideal candidate will support daily horticultural operations with leadership, expertise, and stewardship. Duties include:

- Oversee and manage daily operations of the horticulture department, including greenhouse management, nursery production, composting, equipment maintenance, and landscape maintenance.
- Lead the planning and implementation of seasonal planting, project installations, and garden enhancements.
- Supervise and mentor five horticulture staff, providing ongoing training, scheduling, and performance oversight.
- Coordinate with and manage a volunteer team ensuring effective engagement and support.
- Monitor plant health, manage irrigation systems, and implement Integrated Pest Management (IPM) practices across all horticultural areas.
- Maintain turf areas, trees, shrubs, perennials, and annual displays to high aesthetic and horticultural standards.
- Woodland and floodplain management
- Oversee composting operations and soil health initiatives.
- Assist in hardscape installation and maintenance as needed.
- Maintain accurate records of plant inventories, greenhouse production schedules, pesticide/fertilizer use, and maintenance routines.
- Contribute to garden design and implement innovative landscape improvements that reflect environmental stewardship.
- Collaborate with internal departments, including education and marketing, to ensure horticultural elements support organizational goals, visitor experience, and revenue generating events

Qualifications

- Associate's or Bachelor's degree in Horticulture, Botany, Landscape Management, or related field; or equivalent professional experience.
- Minimum of 3–5 years of horticulture experience, with at least 2 years in a supervisory or leadership role.
- Experience in plant propagation, composting, and nursery or greenhouse operations.
- Knowledge of turf care, irrigation systems, pond management, and lighting.
- Experience in tree risk assessment and management.
- Demonstrated ability to work with volunteers and staff in a collaborative environment.
- Experience in developing or assisting with public education or revenue-generating programming is preferred.
- Hardscaping experience is a plus.
- Familiarity with IPM practices and sustainable landscape management techniques
- Ability to problem solve and willingness to learn
- Must obtain a pesticide license within 90 days of hire (support provided by Garden)

Compensation: \$22-\$24/hour, based on experience, Healthcare benefits and family membership included after 90 days.

Application Review: Rolling until filled

To Apply: Email cover letter, résumé, and 3 professional references (as one attachment) to Adam Premo, Director of Horticulture and Education, at apremo@capefearbg.org with "Horticulture Operations Manager" in the subject line. No phone calls, please.

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