

SAINT JOHN HORTICULTURAL ASSOCIATION

JOB DESCRIPTION: GENERAL MANAGER



CONTACT: SJHA.CAREERS@GMAIL.COM

PURPOSE OF JOB:

The Superintendent of the Saint John Horticultural Association maintains and operates the Public Gardens and the Rockwood Park Campground as a not-for-profit service for the citizens of Saint John and visitors to the city.

ESSENTIAL DUTIES:

- General organizational management, business planning and tactical execution for revenue generation, fund raising, cost control and operations
- Design and maintain an attractive, four-season Public Gardens
- Operate three greenhouses in a sustainable, cost-effective manner
- Oversee operations of a professional, well-respected seasonal campground
- Hire, train, motivate, and supervise staff
- Prepare budgets and manage operating finances
- Organize Board meetings and engage with Committees
- Develop and oversee capital projects
- Ensure a secure, safe workplace

ADDITIONAL RESPONSIBILITIES:

- Responding to public inquiries, addressing complaints, and resolving problems
- Maintaining email correspondence and digital records
- Preparing employment program
- Identify grant and funding opportunities and prepare funding applications
- Organizing advertising, fundraisers, and public relations
- Oversee maintenance of an up-to-date online presence
- Oversee organization and facilitation of events and activities
- Liaising with the City of Saint John and stakeholders in Rockwood Park

SKILLS & ABILITIES:

- Hands-on leader with a collaborative, friendly personality
- Familiarity with landscaping equipment and mechanical systems
- Knowledge and passion for plants and gardening
- Comfortable using digital systems
- Organized and capable of building systems and processes

EDUCATION AND EXPERIENCE:

- 5+ years experience with some combination of
 - Managing a greenhouse/landscaping/gardening/campground operation and/or
 - Managing business or not for-profit organization
- Professional designation in turf grass management, landscape horticulture certification or related approved program with network and professional development is considered an asset

SECURITY AND SAFETY:

- Trained in First Aid/CPR
- Valid Canadian driver's license
- Criminal Record Check, Vulnerable Sector

WORKING CONDITIONS:

- Full-time hours, including some weekends and statutory holidays
- Flexible, largely self-determined schedule
- Report to a volunteer Board of Directors
- Some heavy lifting, prolonged bending, and reaching

COMPENSATION AND SALARY:

- \$50,000 - \$70,000
- HEALTH AND DENTAL BENEFITS
- COMPANY VEHICLE
- PAID VACATION
- REGULAR BONUS BASED ON PERFORMANCE

APPLICATIONS

To apply, please send resumes to sjha.careers@gmail.com