



## Forest ReLeaf of Missouri Nursery Manager Position

### **OPPORTUNITY:**

Forest ReLeaf of Missouri, a St. Louis-based nonprofit organization, is seeking a full-time Nursery Manager. The successful candidate will work with the Executive Director and governing Board of Trustees to develop, implement, execute, and evaluate strategic operations at Forest ReLeaf's Nursery and Arboretum in support of Forest ReLeaf's mission of planting trees and enriching communities. S/he will provide direction and technical expertise to staff and volunteers at the nursery as well as support communing planting projects and outreach efforts.

### **REPORTING RELATIONSHIPS:**

The Nursery Manager reports to the Executive Director. S/he may supervise nursery volunteers, seasonal workers, summer interns, and/or partners.

### **ESSENTIAL FUNCTIONS:**

#### Nursery Operations

- o Successfully grow healthy, high quality native trees and shrubs
- o Work with MDC partners and others to procure diverse seedlings for growing operations
- o Run and maintain irrigation system
- o Manage complete, accurate inventory of tree species and counts
- o Weed management within nursery and extended arboretum
- o Manage mowing of Forest ReLeaf arboretum footprint
- o Manage native plantings and mature trees in and around nursery and arboretum
- o Expand pilot gravel bed and shade zones
- o Maintain all nursery equipment (trucks, gators, bobcat, well, etc.)
- o Maintain all tools (shovels, pruners, wheelbarrows, etc.)
- o Lead upcoming nursery expansion and exploration for urban satellite nursery

#### Volunteer Direction

- o Plan and direct activities for weekly nursery volunteers
- o Facilitate meaningful experiences for volunteer groups
- o Review volunteer applications
- o Provide orientation, training and tours for volunteers and visitors
- o Work collaboratively with the staff to assess volunteer preferences, and track hours worked.

#### Organizational Support

- o Take and coordinate orders for Project CommuniTree, Priority ReLeaf, and Tree Sales
- o Work with contract growing partners to assess needs, grow, maintain and deliver trees
- o Serve as safety officer and coordinate pesticide training, compliance, and record keeping
- o Expand arboretum impact and educational opportunities
- o Set yearly goals, objectives and budgetary requirements in alignment with Forest ReLeaf's strategic plan. Implement and assess the efficacy of programs.
- o Bring new initiatives and innovative thinking to help Forest ReLeaf of Missouri grow.

**QUALIFICATIONS:**

**Education:** Must have at least an associate degree (Bachelor of Science preferred) in forestry, horticulture, plant science, or closely related field.

**Experience:** Knowledge of nursery operations, production and care. Prefer at least five (5) years of experience in nursery operations or forestry. Prior supervisory experience is a plus. Computer fluency, including experience using Word, Excel and PowerPoint is required. Must possess, or be able to obtain within 6-months of hire, Missouri pesticide applicator license and Class E drivers license.

**Other Expertise:** Strong leadership, communication, flexibility and human relations skills are critical for this position. Must be able to function autonomously as well as with a team of staff, volunteers and partner organizations. Nursery work requires heavy lifting and physical exertion. A valid driver's license is required; use of a personal vehicle for organization-related travel will receive mileage reimbursement. Working hours, especially during the spring and fall seasons, will require regular weekend and evening commitments. Occasional statewide travel.

**COMPENSATION:**

The pay range is \$40K - \$50K, depending on education and experience. Forest ReLeaf offers excellent benefits including comprehensive medical and dental insurance as well as a company matching retirement plan. Forest ReLeaf of Missouri is an equal opportunity employer.

**APPLICATION INFORMATION:**

Qualified candidates should submit a cover letter and resume to:

Meridith Perkins  
Executive Director  
[mperkins@moreleaf.org](mailto:mperkins@moreleaf.org)

The first round of interviews is anticipated to be scheduled for the week of October 25, 2021.  
Position open until filled.

*Posted September 30, 2021.*