

**NATIONAL TROPICAL BOTANICAL GARDEN**  
**Job Description**

**Position Title:** Director of Science and Conservation  
**Department:** Science and Conservation  
**Reports To:** NTBG CEO  
**FLSA Status:** Salaried Exempt; Regular Full-Time  
**Approved By:** Chipper Wichman Jr., President, CEO and Director  
**Date:** 11/01/2018

**Summary:**

This position is located at the NTBG headquarters in the South Shore Gardens, Kalaheo, Hawaii. Oversees and leads NTBG's science and conservation programs organization wide. Responsible for conducting scientific research and collaborating appropriately, including sourcing funding for projects.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

*Reasonable accommodations may be made for qualifying individuals.*

There are two primary purposes of this position.

1) The first is to provide leadership and develop efficient and effective strategies for all of NTBG science across NTBG's five gardens, conservation program, and living and herbarium collections. This also involves insuring that all programs are integrated for function and process, and to work with staff or independently seek funding for science programs.

2) The second purpose is to perform scholarly research concentrating on Pacific island plants, utilizing a broad range of modern techniques for plant systematics, conservation or ethnobotany. Particular emphasis should be made on developing collaborative research involving various NTBG staff as well as appropriate other collaborators. The incumbent serves as representative of the NTBG in matters relating to funding, fieldwork, and public outreach concerning plants. Ability to effectively communicate complex biological and conservation principles to diverse stakeholders.

All work is performed in accordance with the NTBG policies and procedures and acceptable scientific methods.

**Job requirements:**

**Leadership:** Incumbent must demonstrate broad interest and understanding of systematics and ethnobotany, ecology, conservation science, and collections-based research (living, herbaria, DNA, etc.), ability to collaborate and develop and fund collaborative projects, and demonstrated leadership ability. This position requires effective interpersonal and verbal and written communication skills, as well as experience guiding and motivating diverse staff and volunteer teams and rallying support from audiences ranging from students to donors.

**Program Integration:** The NTBG is a research-based botanical garden that is a spatially diffuse network of five physical sites each with differing programs, facilities and gardens. This structure presents both

abundant challenges and opportunities. The incumbent is responsible to integrate the activities at these sites into an efficient and functioning series of research-based programs and to ensure connected processes across interconnected programmatic elements such as field collections, living collections, herbarium, and conservation projects.

**Funding:** Demonstrated ability and experience in securing external funding from national international or donor sources.

**Research:** Incumbent independently initiates, develops, and personally participates in research and fieldwork concerning the biology or ethnobotany, evolution, systematics, and classification of a specialty group of plants, and especially Hawaiian and other Pacific island plants. Research consists of systematically planned, original studies or a series of studies that address large problems. Publishes scholarly reports of descriptive and/or theoretical nature based on own fieldwork, study of collections in this and other institutions, and on existing scholarly publications. Independently seeks non-departmental funding from an array of sources. Keeps abreast of new developments and related research conducted elsewhere in order to improve their own research and curation program. Serves as a consultant and expert advisor on professional matters in this area to colleagues, Federal agencies, other governments, institutions, organizations and the public.

The ideal candidate will be a self-motivated scientist with extensive experience as a project manager and strategic thinker well-versed in the opportunities for research on oceanic islands and the challenges facing Pacific Island biodiversity.

**Supervisory Responsibilities:**

This position will supervise Science and Conservation staff, volunteers and student interns.

**Education and/or Experience:**

Minimum requirements: Ph.D. and several years of successful research and leadership experience; record of scientific publications in relevant areas; record of successful grant and fund-raising

**Physical Demands:**

This position requires the candidate to be physically fit and capable of lifting 50 pounds, hiking for long periods of time to include overnight excursions in rugged terrain. It requires frequent talking, hearing, use of hands to finger, walking, reaching with hands and arms, and stooping, kneeling, crouching or crawling. This position is required to stand, sit, climb or balance and taste and/or smell. Vision requirements are close, distance, color distinction and the ability to adjust focus.

**Work Environment:**

This position requires working outdoors occasionally in variable weather conditions which includes exposure to some wet or humid conditions; work in outdoor garden conditions, chemicals and extreme heat, dust and allergens. The noise level is moderate to high, depending upon equipment being operated in the vicinity. Office work is done in an air conditioned space with moderate noise.

**Travel Requirements:**

Periodic travel to include inter-island, US and international travel will be required.

Salary range commensurate with experience. Assistance with certain moving expenses may be provided.

Start date: July 1, 2019.