



Aster Nursery Manager

Reports to: Executive Director

Location: Sandpoint, Idaho (Aster Nursery / Kaniksu Land Trust offices)

Status: Non-exempt, hourly, full-time seasonal (40 hours/week March–October); part-time (10 hours/week November–February), with potential for expanded hours depending on grant funding)

Salary: \$30,000 - \$36,800 Depending on Experience

About Kaniksu Land Trust

Kaniksu Land Trust (KLT) is a nonprofit rooted in the belief that healthy lands sustain healthy communities. From protecting working forests and family farms to creating community trails and outdoor classrooms, our mission is to care for the lands and people of the Kaniksu Region, today, tomorrow, and forever.

In 2025, KLT purchased Aster Garden Center, a community-rooted native plant nursery that connects people to conservation through growing, learning, and gathering. At Aster Garden Center, we will strive to connect customers to the benefits of pollinator-friendly, native, drought-tolerant, and water-wise landscapes that protect the health of our lands and lake. In addition, we will provide garden and ecology education, and create a place where people can come together around plants, stewardship, and community.

Sales from Aster directly support KLT's conservation, nature education and community resilience work.

About the Position

The Aster Nursery Manager will lead operations for this dynamic community business. Equal parts environmental horticulturist, educator, and place-maker, the Manager will oversee wholesale purchase, plant propagation and sales, promote native and drought-tolerant landscaping, curate retail offerings, manage the on-site lease, and foster Aster as a welcoming community hub.

This role is highly seasonal: 40 hours/week during the growing season (March–October) and 10 hours/week in the off-season (November–February). With successful grant funding, there may be opportunities to expand off-season work to support nature education, conservation, and community resilience programs.

Essential Duties & Responsibilities

Nursery Operations

- Manage the wholesale ordering system (forecasting, vendor coordination, and receiving) to deliver seasonally appropriate assortments and keep shelves consistently full; track in-stocks, sell-through, and margins to align purchasing with community demand.
- Manage plant production, including propagation, irrigation, pest and weed management, and inventory.
- Promote pollinator-friendly, native and drought-tolerant plants and communicate their benefits for healthy lands and waterways.
- Maintain nursery infrastructure and supplies for safe, inspiring and efficient operations.

Retail & Business Development

- Oversee daily retail operations, including merchandising, customer service, and point-of-sale.
- Curate and manage sales of garden goods (patio furniture, planters, gates, fountains, and more).
- Ensure good margins and revenue growth to support KLT's mission.
- Manage the lease and relationship with the adjacent food service operator.

Education & Community Engagement

- Provide educational opportunities for customers on the ecological and economic benefits of choosing pollinator-friendly, drought-tolerant, and native plants.
- Coordinate programming with the Lake Pend Oreille School District and KLT's Education Department (field trips, class projects, internships, etc.).
- Support workshops, tours, and interpretive materials to inspire sustainable landscaping.
- Promote Aster as a "third space" for the community – a welcoming place to gather, relax, and connect.
- Manage and coordinate facility rentals.
- Encourage community use of the space.

Staff & Volunteer Supervision

- Supervise, train, and schedule the Seasonal Nursery Assistant and interns.
- Coordinate and inspire volunteers in nursery and garden tasks.

Organizational Support

- Develop and manage annual work plans and budgets for Aster in consultation with the Executive Director.
- Contribute to grant writing and reporting related to Aster's educational and community programs.
- Collaborate with KLT staff on cross-program initiatives and events.

Desired Qualifications

- Experience in environmental horticulture, nursery management, or related retail business.
- Hands-on experience operating a modern POS and inventory management platform (e.g., Lightspeed, Square) to create/maintain SKUs, manage purchase orders and receiving, execute cycle counts and reconciliations, monitor in-stock levels, and produce weekly/monthly sales and margin reports.
- Strong organizational and time-management skills.
- Ability to supervise staff and volunteers effectively.
- Excellent customer service and communication skills.
- Physical ability to lift 40 lbs and work outdoors in varied conditions.

Additional Desired Skills

- Knowledge of Inland Northwest native and drought-tolerant plants.
- Background in nonprofit, educational, or conservation work.
- Experience buying, curating and merchandising non-plant retail goods.
- Grant writing or fundraising experience.

Compensation & Benefits

- Salary range DOE \$30,000 - \$36,800
- Benefits include paid vacation, sick leave, holidays, medical stipend and retirement contributions as outlined in KLT's Personnel Policy.
- Seasonal schedule: 40 hours/week March–October; 10 hours/week November–February, with potential expansion of hours during the off-season depending on grant funding.

Who You Are

You're a relationship-centered professional who thrives in a mission-driven nonprofit environment and enjoys getting your hands dirty—literally and figuratively. You bring a steady presence to customer service, vendor relations, and team collaboration, and you're comfortable balancing retail pace with thoughtful stewardship.

- You're dependable, responsive, organized, and detail-oriented, with a knack for keeping many moving pieces (seasonal ordering, staffing, events) on track.
- You value shared responsibility and excel in a team setting where supporting one another is part of the culture.
- You're flexible and adaptable—able to manage shifting priorities, spring surges, and weather-dependent sales while keeping collective well-being and high-quality service at the center of your work.
- You communicate clearly with a wide range of people—customers, volunteers, students, vendors, and partners—helping them feel welcome in this community retail space.
- You care about native plants, pollinators, water-wise gardening, and connecting people to place; you're excited to help the community make stewardship-minded choices.
- You bring hands-on experiences with modern POS and inventory systems (e.g., Lightspeed, Square) and understand how data (sell-through, in-stocks, margin) informs smart purchasing and merchandising.
- You're energized by an **outdoor, customer-facing** setting and the rhythm of a seasonal retail calendar (weekends and peak-season hours included).

Nice to have: experience with wholesale/contract-grow or restoration supply; basic propagation; volunteer or youth engagement; and/or prior garden center or nursery experience.

Who We Are

We're a community-rooted land trust building a public-facing hub for native plants, education, and volunteer engagement. You'll help shape a mission-aligned retail operation that supports conservation across our region.

- **We are in this together.** A collaborative team culture grounded in service, learning, partnership and shared success.
- **Keep yourself and your family healthy.** KLT provides an employer-sponsored HSA/FSA stipend you can use toward eligible medical expenses.

- **Take time off.** Paid vacation and sick time, plus 12 paid holidays each year.
- **Find balance.** We plan for the realities of a seasonal retail calendar and actively protect time off—because work–life balance is a value, not a slogan.
- **Save for your future.** **401(k)/retirement plan** with a 3% organizational contribution to help you build long-term security.
- **Sharpen your skills.** **Professional development funds** available for all employees—we don't just want plants and forests to grow.

Our Commitment to Equity

Kaniksu Land Trust is an Equal Opportunity Employer and is deeply committed to advancing equity in our workplace, programs, and community. We believe different voices, experiences, and perspectives are essential to our mission, and we strive to create a culture where all feel welcome and supported.

To Apply

Please send a cover letter, résumé, and three references in one PDF to info@kaniksu.org. Application period open through November 14.