

*Whether you are just starting your career, looking for professional growth or re-entering the workforce, Missouri Botanical Garden may have just the right opportunity. We have a wide range of interesting and challenging opportunities, from botany and science to informational technology, marketing, education, sustainability, and more.*

*We are as committed today as our founder, Henry Shaw, was 160+ years ago when he declared the Garden " . . . for the use and enjoyment of the public for all time. . ." We look for the best employees to help live up to that commitment. The Garden holds a rich history, a strong foundation and a growing future. Come grow with us!*

The Garden is currently searching for a **Director, Software and Bioinformatics** to join our team. The Director, Software and Bioinformatics directs and coordinates activities related to research, evaluation, selection and/or development of software and biodiversity informatics solutions, and maintains ongoing knowledge of information systems that support the mission and purposes of the Garden. Additionally, the Director, Software and Bioinformatics leads and participates in strategic IT/System planning functions of the Garden, including supervising and evaluating staff, along with developing and controlling budgets relative to areas of assignment.

In addition, this role will develop discovery research by designing systems architectures and infrastructures for the computerization of data, directing the development of biodiversity informatics tools, preparing reports and managing staff.

**Benefits**

This is a full time position, offering a comprehensive benefit package to include medical/dental and vision insurance options; paid time off (accrued vacation and sick time; 10 paid holidays and 2 personal use/floating holidays); company paid Short Term Disability, Long Term Disability and Life Insurance options; 403b participation, EAP, Garden employee membership and more.

**Essential Duties and Responsibilities:**

* Plans, leads and directs Garden process and technology systems projects.
* Directs and manages software and data analysts and technical staff to develop, implement and support software and bioinformatics projects including Tropicos, Living Collection Management System, and the World Flora Online.
* Directs and manages ongoing software support for Garden technology systems including Garden websites, Sharepoint, Tessitura, Momentus (EBMS), Dayforce, Unit4 and data integrations between systems.
* Plans, leads and directs Garden-wide business integration initiatives such as development of cross-divisional performance metrics.
* Provides consulting, analysis of business processes/operations, and project/program leadership to other Garden divisions, as required.
* Manages employee/volunteer hiring and selection process as well as employee work assignments, coach/develop performance for success, provide professional development of staff and volunteers, review/approve timesheets, maintain accurate attendance records, complete annual performance evaluations and goal setting sessions with assigned employees, handle all disciplinary actions, etc.
* Monitors employee/volunteer productivity, workload and morale with the goal of promoting employee/volunteer satisfaction while accomplishing the division’s mission.
* Works to obtain funding, develops and manages all budgets, contracts, funding development, submission of grant proposals and reports.
* Performs other duties as assigned.

***Other duties and job requirements are included on the Job Description. To view the full job description,*** [***click here***](https://us231.dayforcehcm.com/CandidatePortal/en-US/mbg/Posting/View/2569) ***to visit our website.***

**Qualifications/Experience:**

* Minimum of fifteen (15) years’ relevant and increasingly responsible experience with a record of successful career growth leading to significant management responsibilities,, including minimum of seven (7) years leading software development teams and biodiversity informatics projects.
* Fifteen (15) years’ experience in people management including conflict resolution and other related management experience.
* Thorough understanding and exceptional ability to manage quantitative business and financial information.
* Budget development and management skills; advanced understanding of financial operating budget process.
* Thorough understanding of biodiversity informatics systems, standards, and methods.
* Thorough understanding of specimen and literature digital imaging processes.
* Experience with grant proposals and grant project management and reporting.
* Demonstrated ability to communicate effectively at all levels; must demonstrate an ability to proactively and collegially interact with other departments.
* Strong presentation and public speaking skills.
* Demonstrates highest level of professional and ethical conduct, knowledge and understanding of organizational policies, procedures and systems, maintains confidentiality.
* Must be able to effectively manage multiple priorities, work under pressure, demonstrate and instill in staff members a high degree of professionalism, integrity, and service to the organization.
* Scheduling flexibility is required to work evenings, weekends, or holidays. Frequent travel required (domestic and international).
* Requires comfort with managing remote team communications and coordination.
* The requirements and duties listed are representative and not exhaustive of the knowledge, skill, and/or abilities required.

**Education:**

* M.S. degree in Computer Science or related field, such as biodiversity informatics preferred.
* B.S. degree in Computer Science or related field, such as biodiversity informatics, required.
* An equivalent combination of education, skills and experience may be considered.

**Language Skills:**

* Excellent communication (oral and written), interpersonal, organizational, and presentation skills in English.
* Not required to be multi-lingual
* Excellent communication (oral and written), interpersonal, organizational, and presentation skills required.
* Ability to communicate effectively in English (oral/written).

**Mathematical Skills**:

* Advanced college math aptitude requires ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals, probability and statistics, financial calculations/ratios, etc.
* Exceptional ability to understand, analyze and create budgets.

**Reasoning Ability:**

* Ability to exercise independent judgment in the observation, analysis and resolution of issues.
* Ability to exercise independent judgment in the allocation of resources.

**Computer Skills:**

* Experience with software development methodologies required
* Experience with software development tools and database management systems required.
* Advanced experience using Microsoft Word, Excel and Access (or similar database management program); PowerPoint required.
* Experience with Microsoft Project, Visio, MSSQL preferred
* Experience in implementation & configuration of packaged software solutions for business applications required
* Proficient experience using Internet related applications.

**Certificates, Licenses, Registrations:** N/A.

**Supervisor:** VP, Information Technology

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*Missouri Botanical Garden is an Equal Opportunity Employer.*