**JOB POSTING: Director of Urban Forestry**

Texas Trees Foundation | Dallas, TX 75247

**ORGANIZATION:** Texas Trees Foundation, a 501(c)(3), is dedicated to connecting people with trees with the goal of improving human health and wellbeing. This organization implements research-based greening in hopes to educate and mobilize the public to increase stewardship of the urban forest. Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life in urban communities.

**POSITION OVERVIEW:** The Director of Urban Forestry is a senior leader responsible for shaping and directing all of TTF’s urban forestry programs and activities. Reporting to the Chief Strategy and Operations Officer, the Director of Urban Forestry aligns the activities of internal and external collaborators and cultivates program-based relationships with government agencies, private stakeholders, funders, nonprofit organizations, educational institutions, and the media to advance the understanding and use of urban trees for their benefits to human and ecological health.

As part of TTF’s Operations team, they will:

* Lead and grow TTF’s planting, consulting, and neighborhood greening programs and staff in alignment with TTF’s mission and strategic plan.
* As TTF’s leading forestry expert, refine and apply TTF’s urban forestry methodologies and approach across the organization.
* Shape and implement TTF’s urban forestry education activities with partners, urban forestry associations, and the general public.
* Inspire and cultivate TTF’s urban forestry staff through management, mentoring, training, recruiting, and culture building.

**PRIMARY JOB DUTIES**

**Program Management**

* Systematically increase the scale and quality of TTF’s tree planting and maintenance programs across four program areas, increasing trees planted annually from ~2,000 to ~10,000 over a five-year period. Develop the infrastructure, systems, policies/processes, and training needed to support scaling in impact and quality.
* Oversee TTF’s Consulting projects, working closely with the Urban Forestry Manager, to provide technical assistance to municipalities and other urban forest stewards. Review and edit all related reports to ensure they align with TTF’s longstanding record of professional excellence.
* Set annual program goals, objectives, plans, and strategies, in consultation with TTF’s Senior Leadership team, for all urban forestry activities across multiple program areas. Monitor and report progress monthly to ensure that goals and objectives are achieved within budgetary parameters.
* Oversee program performance to budget. The Director of Urban Forestry develops and oversees the annual budget for all urban forestry staff, programs, projects, and activities.
* Provide oversight, direction, and management of TTF’s urban forestry-related contracts, ensuring compliance with policies, procedures, and reporting.
* Prepare urban forestry project proposals and support large-scale grant opportunities and philanthropic cultivation as directed by the CEO.

**Technical Leadership**

* Serve as leading technical expert for TTF in forestry, promoting operational innovation and use of best management practices for TTF’s capital projects and tree planting programs. Read and review landscape plans across programs.
* In collaboration with the CEO & CSOO, plan and implement TTF’s systematic urban forestry outreach and engagement with local, state, and federal government agencies, and educational institutions.
* In collaboration with the CEO & CSOO, steward senior-level partner and governmental relationships within the urban forestry community. Represent Texas Trees Foundation at local, state, and national conferences and meetings and· maintain memberships in appropriate organizations.

**Education & Outreach**

* In collaboration with multiple team members, build out urban forestry education program mobilizing audiences ranging from homeowners to municipal leaders in stewarding the urban forest.
* In collaboration with the CSOO and the Director of Communications & Engagement, represent TTF’s urban forestry expertise to the general public, key partners, and the media.
* Inspire and support Texas cities in urban forestry planning and implementation of programs and projects.

**Team Leadership**

* Inspire, develop, and grow TTF’s urban forestry team through mentoring, training, recruiting, and culture building.
* Cultivate management and leadership skills among urban forestry managers.
* Exemplify TTF values and support team performance through monitoring and performance management.

**Qualifications/Skills:**

* Minimum 15 years of experience in urban forestry, with at least 5 years of demonstrated senior leadership that includes program management, people management, and budget management.
* Education: Graduate degree in Urban Forestry preferred; work experience may substitute for education.
* Certification: Arborists Certification from the International Society of Arboriculture; Master Arborist certification preferred.
* Communication: Demonstrated ability to listen and communicate effectively across a range of audiences. Outstanding written and oral communication skills, ability to interact and work with a variety of audiences. Knowledge and experience working with municipal urban foresters, decision makers, and private partners.
* Computer: Proficiency with Microsoft Office suite (Word, Excel, Outlook, PowerPoint, etc.). Ability to become proficient in Asana (project management software) and i-Tree software.
* Technical: Applies urban forestry Best Management Practices (“BMP) and evidence-based design across complex projects and has experience with and provides direction and management of GIS activities.
* Hours: Ability and willingness to work flexible schedules which includes some evenings and weekends, occasional overnight travel may be required.
* Personal:
  + Passion for the mission of the Texas Trees Foundation and connecting people and trees.
  + Deep technical expertise and leadership within the field of urban forestry.
  + Collaborative approach to internal team management, cross-program collaboration, and external partnerships.
  + Welcoming, engaging, and respectful in external and community relations.
  + Committed to service and to achieving TTF’s program goals.

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**Work Hours/Compensation:** This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. Hybrid schedule.

**Submittal:** Please send a cover letter and resume to: [elissa@texastrees.org](mailto:elissa@texastrees.org). Resumes will be accepted until the position is filled.