



JOB POSTING: Director of Urban Forestry Operations

Texas Trees Foundation | Dallas, TX 75247

ORGANIZATION: The Texas Trees Foundation (Texas Trees) is a leading urban forestry nonprofit organization based in Dallas and working throughout the state of Texas. Its mission is to improve the health of cities and people through the transformative power of trees. Over its 43-year history, Texas Trees has supported the growth and stewardship of urban forests, planting over 1.5 million trees and contributing to healthier, greener communities. Through research, education, and partnerships, Texas Trees has also become a leading voice and resource to communities and decision makers.

POSITION OVERVIEW: The Director of Urban Forestry Operations is a senior leader responsible for strategically growing the scale, quality, and impact of Texas Trees Urban Forestry Programs. Reporting to the Chief Strategy and Operations Officer, the Director of Urban Forestry Operations directs all of TTF's urban forestry programs, activities, and staff and informs organizational strategy as a member of Texas Trees' Leadership Team.

PRIMARY JOB DUTIES

- Lead and grow TTF's tree planting and consulting programs and staff in alignment with TTF's mission and strategic plan.
 - 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.
 - Develop the annual budget for Urban Forestry and oversee program and team performance to budget.
 - Develop and monitor KPIs to track progress, performance, and impact for urban forestry programs.
 - Prepare urban forestry project proposals and support large-scale grant opportunities and philanthropic cultivation as directed by the Senior Leadership team.
 - Systematically increase the scale and quality of TTF's tree planting and maintenance programs across all program areas, increasing trees planted annually from ~2,000 to ~10,000 over a five-year period.
- Oversee ongoing urban forestry operations in alignment with strategic priorities.
 - Monitor and report progress periodically to ensure that goals and objectives are achieved within budgetary parameters.

- Provide oversight, direction, and management of TTF's urban forestry-related contracts, including the \$15M federally-funded South Dallas Greening Initiative, ensuring compliance and performance.
- Oversee TTF's Consulting projects, working closely with the Lead Urban Forester, 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.
- Inspire, develop, and grow TTF's urban forestry team of 10 full time employees through staff development, mentoring, training, recruiting, and culture building.
 - Align team activities and assignments with program objectives and contracts, ensuring staff are resourced for success; facilitating effective internal communication and alignment; and maintaining team-wide accountability and performance.
 - Develop and implement systems for workflow management, accountability, and support across team staff.
 - Contribute to organizational strategy as a part of the Leadership Team; extending this strategy to the Urban Forestry team.
- Develop the infrastructure, systems, and policies/processes needed to support scaling in impact and quality.
 - With technical support from Texas Trees team of certified arborists, develop and implement urban forestry operating processes and systems to increase quality and consistency of operations; create efficiencies; ensure safety and mission alignment for staff and volunteers; and align team activities with mission and impact.
 - Working closely with the Community Greening Program Lead, develop and implement large-scale, community-based planting projects to meaningfully
 - Working closely with the Planting Program Lead, refine and maintain Texas Trees safety and field operations policies and procedures. Ensure all staff across Texas Trees are trained and compliant with these procedures.
- Manage successful relationships with current and prospective partners, stakeholders, collaborators, vendors, and the broader community.

Qualifications/Skills:

- Minimum 15 years of relevant experience with a clear leadership progression that includes program management, people management, and budget management.
- Computer: Proficiency with Microsoft Office suite (Word, Excel, Outlook, PowerPoint, etc.). Ability to become proficient in Asana (project management software)

- Skilled analyst and strategist able to synthesize meaning from data; develop and implement strategies; and work toward continuous improvement.
- Comfort with technology and innovation, including exploring and supporting the adoption of new technologies/technical processes that can improve our work.
- Ability to communicate findings and inspire action, through effective interpersonal and written communication
- Excellent interpersonal skills and ability to collaborate across disciplines. Strong communications and listening skills across a range of cultures.
- Track record of excellence in managing and motivating successful teams.
- While this position oversees Urban Forestry operations, experience or certification in urban forestry is not required. Rather, this position requires the ability to become familiar with Urban Forestry operations and collaborate with internal experts to achieve organizational goals.

Personal Characteristics:

- Passion for Texas Trees' mission and values.
- A creative and thoughtful servant leader with a solutions orientation and the ability to identify new ways of working to increase impact.
- An individual who can work across a diverse set of disciplines, bridging a wide range of expertise, with a demonstrated ability to work with agility, efficiency, and diplomacy in a dynamic environment.
- A highly ethical person who exercises sound judgment in both day-to-day decisions and strategic issues.
- A self-motivated, resourceful, and reliable manager.
- Brings a positive attitude to interactions with staff, other senior management personnel, and external partners.

Education: Bachelor's degree from an accredited university is required.

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 (M/F remote), with ability and willingness to work a flexible schedule which includes some evenings and weekends. Occasional overnight travel may be required.

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