



The Office & Administrative Lead develops and implements organizational systems across administration, human resources, and facilities to support efficacy and impact across Texas Trees Foundation. They provide the highest level of administrative support to the senior leadership team and extend Texas Trees' commitment to excellence across the organization through training, recruitment, and other human capital initiatives. Reports to Chief Strategy and Operations Officer.

ABOUT TEXAS TREES FOUNDATION

The Texas Trees Foundation is a leading urban forestry nonprofit organization based in Dallas and working throughout the state of Texas. Our mission is to improve the health of cities and people through the transformative power of trees. We plant and care for the urban forest to create cooler, cleaner, healthier communities for all. Through research, education, and partnerships, Texas Trees has also become a leading voice and resource to communities and decision makers in advancing healthy, green communities for all.

RESPONSIBILITIES AND IMPACT

Office & Administrative Leadership (40%)

- In close collaboration with senior leadership, develops and implements an Office Operations plan, defining key internal initiatives to improve TTF's impact.
- Leads process development and adoption of office-wide technologies and systems, including Asana and DocuSign. Leads organization-wide digital filing and organization system, ensuring staff compliance and retention and accessibility of key documents. Supports CFO on information technology initiatives and projects. Supports CEO in facility planning.
- Maintains inventory of office technology and equipment including printers, conferencing equipment, laptops, and iPads to support organizational efficacy.
- Oversees execution of office management functions through recruitment and supervision of part-time office assistant.

Staffing and Human Resource Facilitation (30%)

- Leads annual employee survey and analysis. Creates and implements annual plan to support employee relations and professional development needs. Oversees the staff-led Culture Committee.
- Envision and implement human resources strategies related to staff development and culture-building, working closely with the C-Suite.
- Oversees human resources workflows, including recruitment, new employee onboarding, performance reviews, and offboarding.
- Annually reviews Employee Manuals to ensure compliance and updates are included.

CEO and Senior Leadership Support (20%)

- Works directly with the CEO to support all aspects of daily work, serving as an efficiency and effectiveness gatekeeper for the CEO's time and attention. Manages daily calendar for the CEO, demonstrating flexibility and problem-solving abilities to adjust or prioritize schedules based on last-minute changes.
- Prepares high-level correspondence and documents that are sometimes confidential.
- Organizes meeting scheduling, transportation and accommodations for the CEO, CSOO, and/or CFO on travel.
- Leads meeting scheduling, agendas/preparation, timekeeping, and follow through for cross-functional internal meetings (Senior Leadership, Leadership, and All-Staff).

Board Liaison (10%)

- Serves as the administration liaison to TTF's Board of Directors on behalf of the CEO.
- Assists with compiling presentations, agendas, and meeting packets and distributing in a timely manner before each meeting.
- Takes accurate Board and Committee meeting minutes and manages the Board server and other governance documentation.

Additional related duties may be assigned.

Success in this Role: Staff, trustees, partners, and the general public are able to engage with Texas Trees in a manner that aligns with our mission and values. This position provides the foundation of processes and systems that unlock the impact of our work.

SKILLS AND EXPERIENCES WE VALUE

- **Mission Alignment:** Deep commitment to nature, community, and health, bringing energy, care, and joy to work aligned with the organization's mission and values.
- **Experience:** 5+ years of administration, office management, or executive support experience; nonprofit experience a plus.
- **Interpersonal Skills:** Integrating warmth, compassion, efficacy, and accountability, bringing excellent listening skills and discernment to collaborative work. Strong verbal and written communication skills.
- **Technology:** Proficiency in MS Office Suite. Ability to become proficient in Asana, Donor Perfect, and Docusign with brief training.
- **Mindset:** Proactive, organized, and detail-oriented with the ability to adapt to changing conditions. Excellent time management and ability to meet deadlines. Exceptional judgement and discretion with the highest level of integrity and confidentiality.
- **Education:** Bachelor's degree or equivalent experience.

COMPENSATION, BENEFITS, WORK SCHEDULE & LOCATION

Our benefits include competitive compensation (based on experience), 75% employer-paid health insurance, and paid vacation, holidays, and personal and sick time. We offer a collaborative, mission-driven environment that supports and invests in each team member's growth. This is a full-time (exempt), Dallas-based position with hybrid schedule (3 days/week in office). Occasional evening and weekend hours may be required.