Deputy Director, Cool Schools Program

The Deputy Director, Cool Schools Program™ serves as the operational lead for the Cool Schools Program across its full range of campuses, districts, and geographies. They ensure performance to mission, budget, and timeline so that every campus and partner experiences the full impact of this innovative program. They also lead continuous learning and improvement and operationalize partnership success. This role requires a strategic leader with exceptional interpersonal, analytical, and organizational skills, adept problem solving, and the ability to drive impact and consistency across the program.

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, planting over 1.5 million trees since 1982, 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 rooted in the connection between people and nature and evidence-based design.

About The Cool Schools Program™

The Cool Schools Program™ connects students and teachers to nature by planting trees and building fun, engaging spaces for outdoor learning and play reinforced by strong ecological and educational design principles. Together, the program aims to mitigate urban heat, increase biodiversity, strengthen ecosystem services, create opportunities for more outdoors time, improve student health, and build a culture of environmental stewardship.

Responsibilities and Impact

Program Leadership & Strategic Growth

- Serve as a bridge across all geographical program areas to ensure program consistency, excellence, and impact across region and to gain insight into project needs and implementation updates. In collaboration with the Cool Schools Director, lead the development and implementation of the annual program work plan and budget—translating vision into clear, actionable milestones that drive progress and purpose.
- Lead program execution to the annual work plan and budget by assigning staff, allocating resources, and monitoring delivery to secure program impact.
- Facilitating program development and launch in new geographies and/or with new partners.

Team Leadership & Operational Excellence

- Oversee project and program performance to objectives, timeline, and budget, aligning plans and expectations across internal and external partners, driving accountability and transparency in project delivery, and bringing adaptive problem solving to evolving program conditions.

- Drive alignment and collaboration with Cool Schools partners by orchestrating and informing partner communications, recurring meetings, and reporting.
- Lead team to deliver program outcomes through collaborative planning, alignment, and accountability. Oversee staffing and workflows, including team staffing assignments to campuses and tasks, ensuring all program commitments are effectively resourced and delivered. Providing day-to-day coaching, mentoring, and guidance to support team performance and skill development.
- Facilitate, in partnership with the Director, periodic internal program reporting, analysis and learning to quantify impact, support continuous improvement, and inform long-range program planning. Define and track program KPIs to support this effort. Facilitate, where applicable, effective interdepartmental learning and collaboration.
- Analyze current system or process opportunities and gaps, working with the team to develop process improvements to drive program impact.

Success in this Role

The Deputy Director brings operational and program management strength to ensure the program vision and model are successfully and consistently delivered. This position secures the full potential of the Cool Schools Program across varied project sites, team members, and partners.

What You Bring to This Role:

- **Heart for the work:** You care deeply about advancing work that supports nature, community, and health. You bring energy and care to your work, embodying the purpose and values behind everything we do.
- **Experience:** 8+ years of project and team management with experience scaling multi-site programs and a proven ability to direct teams and deliver measurable impact.
- **Program and Project Leadership:** Strong execution skills including project management, budget oversight, and resource allocation that keeps work on track and impactful. Ability to plan, organize, and execute tasks efficiently, ensuring alignment with goals, timelines, and commitments, with foresight, proactivity, and recognition of variables and dependencies outside of Texas Trees' control. Relevant experience in education, design, and capital projects preferred.
- **Results-oriented execution:** Focusing on measurable impact and outcomes, continuously tracking progress, and making necessary adjustments to achieve goals.
- **Critical thinking**: Apply high-level, process-oriented thinking to a problem through considering different perspectives and using reasoning to develop solutions.
- **Communication:** Exceptional communication, facilitation and writing skills with excellence and alignment with Texas Trees brand standards for all work products, from planting events to written reports.
- **Interpersonal:** Ability to engage effectively with colleagues and partners, bringing in the complementary skills and oversight needed to deliver our multidisciplinary work utilizing appropriate conflict resolution skills. Experience working with teams to support accountability and performance to shared goals.
- **Culture of Inclusivity:** Commitment to cultivating a supportive, inclusive, and empowering environment where people feel valued, respected, and motivated.

- Consistency to uphold Texas Trees policies and processes to ensure the highest quality, consistency, and replicability of results while minimizing organizational risk.
- **Shared success and collaboration**: Aligning activities to outcomes across team members ("managing up, down, and laterally") and celebrating and drawing on the unique skills of colleagues to advance project goals and the mission, both within and across Texas Trees' internal teams.
- **Adaptability to changing conditions**: Being nimble, adjusting strategies, approaches, and responses.

COMPENSATION, BENEFITS, WORK SCHEDULE & LOCATION

Our benefits include competitive compensation (based on experience), 85% 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 and offers an incredible platform for impact and purpose. This is a full-time, Dallas-based position with a hybrid schedule (3 days/week in office). Evening and weekend hours may be required, as well as some travel.

Interested in joining us? Send your resume and cover letter to info@texastrees.org.