Specialist, Community Greening

The Specialist leads the day-to-day implementation that moves the Community Greening program from plan to impact. This role is the backbone of the team, leading planning, reporting, procurement, and contracting across a complex and varied portfolio of greening projects. The Specialist advances program documentation and agreements, clearing the path for successful, on-time, and compliant program implementation. Receives day-to-day instruction from Program Lead and reports to Director, Community Greening and Planting.

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 principles of biophilia and evidence-based design.

RESPONSIBILITIES AND IMPACT

Procurement and Project Coordination

- Leads program procurement. Identifies, evaluates, and qualifies potential suppliers and service providers. Maintains vendor relationships and database.
- Leading RFP issuance and proposal evaluation; overseeing procurement and contracting; and monitoring performance to contracts and invoicing.
- Develops, coordinates, and executes procurement strategies and purchasing plans aligned with program objectives.
- Coordinates the preparation, review, negotiation, execution, and administration of contracts and other program agreements.
- Ensures contracts clearly define scope of work, deliverables, pricing, payment terms, milestones, responsibilities, and performance expectations, working in close collaboration with the Grants Manager.
- Develops and refines Standard Operating Procedures for procurement and other aspects of program operations, working with AI to ensure consistent performance to SOPs.

Program Operations and Reporting

- Partners with Program Lead to develop and manage to the annual program work plan. Provides insight into project planning and budgeting.
- Maintains current and accessible program records, internal documentation, and tracking to ensure team coordination and continuity between projects. This includes tracking quantities for tree plantings, giveaways, pollinator plantings, engagement events, and any other necessary metrics.
- Coordinates semi-annual USDA reporting along with other required reporting for various project partners (City of Dallas, Dallas Housing Authority, etc.).
- Leads partnership tracking to ensure internal records are up to date and accurately reflect current partner status and latest communications.
- Manages the program's email inbox to ensure community members receive relevant information and prompt responses.

Additional related duties may be assigned.

Success in this Role: Championing Texas Trees Foundation's mission and values leading, program and contract administration, program tracking, and operational reporting to create the infrastructure for program success. The Specialist's technical skill enables program progress and excellence.

SKILLS & EXPERIENCES WE VALUE:

- **Mission Alignment:** Deep commitment to advancing work that supports nature, community, and health, bringing energy, care, and a genuine sense of joy to work aligned with the organization's mission and values.
- **Experience:** 3+ years of procurement, contract/grant management, purchasing, compliance, or a related field.
- **Project Management:** Excellent administrative leadership in operationalizing collaborative and complex internal workstreams. Manages project timelines, budgets, and reporting strategies from planning through close, with demonstrated experience in contracting principles, tracking progress, and analyzing outcomes.
- **Communication:** Communicates ideas, updates, and project information clearly in writing and in person, aligning quantitative and qualitative methods with rigor and clarity.
- **Organization and Attention to Detail:** Tracks and executes multiple activities with accuracy, applying strong time management and organizational skills across concurrent workstreams. Strong orientation to compliance and awareness of critical details.
- **Collaboration and Adaptability:** Navigates cross-functional work, balancing accountability, adaptability, and a team-oriented mindset, adjusting to shifting project conditions and working effectively across departments.
- **Critical thinking**: Apply high-level, process-oriented thinking to a problem through considering different perspectives and using reasoning to develop solutions.
- **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.
- **Technology and Tools:** Manages project data and plans using Microsoft Excel. Can learn TreePlotter Software and/or other GIS tools to assist with reporting and tree tracking. Familiarity working with AI tools (e.g., MS Copilot).
- **Education:** Bachelor's degree in business administration, finance, community development, or a related field required.

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. This is a full-time (exempt), Dallas-based position with a hybrid schedule (3 days/week in office). Occasional evening hours and travel are required year-round.

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