



TEXAS TREES FOUNDATION Job Description

Urban Forestry Project Manager

Reports to: Director of Operations

Classification: Full time permanent; exempt

Supervises: N/A

Salary Scale Equivalent: Salary is commensurate with experience.

The Texas Trees Foundation is currently seeking an Urban Forestry Project Manager to direct and oversee our urban forestry initiatives.

Position Description: The Urban Forestry Project Manager is responsible for the coordination, implementation, and tracking of urban forestry related projects and the advancement of the Texas Trees Foundation mission in North Texas. This requires setting goals, establishing timelines and budgets, collaboration with partners, coordinating activities across teams, and tracking progress and results. The Urban Forestry Project Manager will lead and develop urban forestry consulting projects and oversee the successful completion of all Foundation tree planting projects. Primary focus area: North Texas.

Organization: Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home. 2019 Budget: \$1.9M

Essential Functions

Project Implementation:

- Identify potential urban forestry projects in preselected areas of North Texas
- Assist in the coordination and implementation of planting projects within prescribed time frames and funding parameters
- Manage and track all projects and create final reports
- Assist with the preparation of project bids and assist Development Director with proposals
- Develop tree planting plans and make recommendations for appropriate species and landscape material
- Assist and supervise work with contractors for the successful completion of projects
- Support the Texas Trees Foundation Urban Tree Farm team
- Work effectively and provide input in program and project design
- Competent in the use of iTree software.
- Arc GIS experience a plus

Marketing Support:

- Work with Marketing and Development teams to identify and create promotional materials for potential funders related to specific projects
- Provide photo opportunities for Marketing Department
- Represent Texas Trees Foundation at local, state and national conferences and meetings

- Maintains memberships in appropriate organizations

Consulting:

- Seek out opportunities for new projects, tree sales, and urban forestry planning in cities throughout North Texas
- Build partnerships with municipalities, ISD's, and other NGO's
- Lead TTF consulting projects for inventories, PowerPoint presentations, such as iTree –Eco studies and tree inventories
- Competent in writing reports and making presentation to city officials and staff
- Proficient in data collection for ECO plot analysis

Relationships and Roles:

- Values and supports partnerships that advance the work of the Texas Trees Foundation and enhances partners missions.
- Inspires and supports North Texas cities in urban forestry planning and implementation of programs and projects.
- Demonstrates the ability to interact and cooperate with all company employees.
- Commitment to the mission of the Texas Trees Foundation.
- Builds trust, values others, communicates effectively, drives execution, fosters innovation, focuses on the customer, collaborates with others, solves problems creatively, and demonstrates high integrity.
- Maintains professional internal and external relationships that meet company core values.

Required Qualifications/Skills:

- **Education:** Undergraduate or Post-Graduate degree in Urban Forestry preferred, forestry, horticulture or related discipline with a minimum of 3 years-experience
- **Certification:** Arborists Certification from the International Society of Arboriculture, or the ability to obtain within one year of appointment.
- **Driving:** Valid Texas driver's license with clean driving record
- **Communication:** Professional demeanor, superior written and oral communication skills, ability to interact and work with a variety of audiences, including but not limited to: arborists, city officials and staff, urban foresters, volunteers, contractors, private partners.
- **Computer:** Proficiency with Microsoft Office suite (word, excel, outlook, PowerPoint, etc.)
- **Budgeting:** Experience formulating and adhering to set project budgets
- **Personal:** Excellent time management and organization skills with a high attention to details, excellent analytical and problem-solving skills and the ability to encourage, motivate, and build effective teams, creating mutual trust, respect, and cooperation among team members and volunteers
- **Hours:** Ability and willingness to work flexible schedules which includes some evenings and weekends, occasional overnight travel may be required
- **Safety:** Ability to safely lift objects in excess of 50 lbs. and work within safety standards

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; personal and sick time and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

To Apply: Send resume, cover letter and references to: Matt Grubisich, matt@texastrees.org by July 30, 2019.

Matt Grubisich, Director of Operations/Urban Forester, Texas Trees Foundation, 2906 Swiss Ave., Dallas, TX 75204

