

Tree Davis Executive Director

Tree Davis is seeking a part-time Executive Director with the possibility of expansion to full-time status as additional funding is secured. Please email a cover letter and resume to David Robinson at employment@treedavis.org.

Organization

Founded in 1992, Tree Davis's mission is to enhance and expand our urban forest by inspiring the people of our community to plant and care for trees. We do this by organizing volunteer tree planting and tree care events as well as educational workshops for the community and arboriculture professionals. For more information, please visit www.treedavis.org

Position

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Tree Davis's staff, programs, expansion, and execution of its mission. S/he will develop deep knowledge of core programs, operations, and strategic plans.

Responsibilities

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of financial planning, accounting, office administration, fundraising, communications, and record keeping.
- Actively engage and energize Tree Davis's volunteers, board members, partnering organizations, and funders.
- Develop, maintain, and support a strong board of directors; seek and build board involvement with strategic direction for both ongoing and future programming.
- Recruit, lead, and mentor Tree Davis's team of interns.
- Ensure effective systems to track, record, and report project progress; and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Generate project reports for the board, granting agencies, and other constituents as required.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations.
- Seek out and, with the approval of the board, apply for grant opportunities in-line with Tree Davis's core mission.
- Deepen and refine all aspects of communications including web presence, social media, and monthly e-newsletter with the goal of maintaining a strong community presence.

Qualifications

The ED will be thoroughly committed to Tree Davis's mission. All candidates should have proven leadership, project management, administration, and field experience. Preferred experience and other qualifications include:

- Advanced degree or equivalent work experience, with at least 2 years of senior management experience; track record of effectively managing projects to successful completion.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff; manage and develop motivated and successful teams; set and achieve strategic objectives; and manage a budget.
- Past success working with a board of directors (or similar group) with the ability to cultivate existing member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills; excellent interpersonal skills; proficient knowledge of Microsoft Office Suite and QuickBooks.

- Action-oriented, entrepreneurial, adaptable, and innovative approach to organizational planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.