Position Overview and Job Responsibilities

California ReLeaf is seeking a Network and Operations Program Manager for immediate hire who is dedicated to supporting grassroots efforts to protect and enhance California’s urban and community forests. This incredible role offers the opportunity to join a mission driven organization and work with an amazing team as well as a large network of local urban forest nonprofits who are making a significant environmental impact on communities across California!

The ideal candidate will be committed to diversity, equity, and inclusion, demonstrate superior ability to multi-task, ability to gracefully pivot with shifting priorities with a creative and flexible problem-solving approach, proven project management skills, knowledge of budgeting, bookkeeping, and accounting experience.

The Program Manager will work closely with the Executive Director on all aspects of program development and management, serving as the lead team member for the organization’s Network management as well as the financial and administrative functions.
Required Education, Experience, Knowledge, Skills, and Abilities

» Bachelor’s degree and/or work experience in accounting nonprofit management, or related fields.
» Excellent communication skills: listening, coaching, public speaking, and writing.
» Awareness and attentiveness to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
» Understanding of nonprofit, mission-based organizations.
» Proven project management skills: planning, prioritizing, and organizing.
» Solid knowledge of budgeting, bookkeeping, and accounting policies, preferably with QuickBooks experience.
» Intermediate to advanced computer skills across an array of programs and online tools including QuickBooks, Microsoft Excel and Office, Google Docs, and Zoom.
» Ability to support grant proposals and fundraising activities as well as collaborate with other organizations and groups within the community to build partnerships.

Nice-to-haves

» Spanish bilingual preferred.
» Understanding of nonprofit, mission-based organizations.
» Knowledge of arboriculture, horticulture, and/or natural resources helpful.
» Commitment to authentic community engagement and ReLeaf’s mission.
About California ReLeaf

For over 30 years California ReLeaf’s mission has been to empower grassroots efforts and build strategic partnerships that preserve, protect, and enhance California’s urban and community forests. With the ReLeaf Network of 75+ member organizations, California ReLeaf works statewide to promote alliances among community-based groups, individuals, industry, and government agencies — encouraging all partners to contribute to the health and livability of our cities and the protection of our environment by planting and caring for trees.

Hiring Statement

California ReLeaf’s is committed to leading with diversity, equity, and inclusion (DEI) as our guide in nonprofit programming to attract, develop and retain exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Women and people of BIPOC are strongly encouraged to apply. California ReLeaf’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

For more information on California ReLeaf please visit https://californiareleaf.org/
Additional Information

California ReLeaf’s team are currently working in the office with partial hybrid schedules as needed. ReLeaf maintains a consistently cautious yet optimistic approach to the COVID-19 pandemic. This is a full-time position, working 40 hours per week.

Selection Process

The final application date for this recruitment is Monday, October 31, 2022, 10PM PST with an expected start date in early December 2022, given the holidays.

To be considered for this exceptional career opportunity, please submit your résumé, three work-related references (who will not be contacted without prior notice), cover letter explaining how your skills and experience fit the needs of the position, and responses to the supplemental questions to Cindy Blain at cblain@CaliforniaReLeaf.org. Résumé should reflect years and months of employment and beginning/ending dates.

Applicants with the most desirable qualifications based on a screening of the application materials against the minimum qualifications, including responses to the supplemental questionnaire will be invited to continue in the next step of the selection process. The next step may include a telephone call, an interview(s), and/or other selection process determined by the organization.

For additional information about this position, please contact Cindy Blain via email at cblain@CaliforniaReLeaf.org, or by phone at (916) 248-6493.
Compensation and Benefits

Salary
The salary for this position is $40,000 - $60,000 annually. Excellent benefits including health care, dental and vision care coverage, monthly contribution to employee retirement account, paid holidays, vacation and sick leave.

Insurance
Medical Plans – California ReLeaf offers a choice of medical plans through CalNonprofits, to include and not limited to Kaiser and Sutter Health Plans. Employees working 20 hours or more per week are eligible for pro-rated medical, vision, and dental benefits. California ReLeaf covers a portion of eligible employee's health care premiums up to $650.00 per month.

Retirement
California ReLeaf employees may enroll in the SIMPLE IRA program, which is a retirement savings plan. California ReLeaf will match employee contributions up to 3% of the employee's compensation for the year.

Life Insurance
California ReLeaf provides employees with a basic Life and Accidental Death & Dismemberment Insurance Plan, administered by UNUM.

Vacation Accrual
Full-Time employees starting in their first year may accrue up to ten hours per month, which is the equivalent of three weeks per year of vacation hours.

Employee Assistance Program (EAP)
California ReLeaf offers access to an Employee Assistance Program, administered by UNUM.
Supplemental Questions

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job-related areas. Your responses, along with your cover letter will be reviewed and evaluated to make the initial determination of which applicants are best qualified for the position.

1. I certify that I have read and understand the statement above concerning submission of supplemental questionnaire responses. (Yes or No)

2. Describe any experience, education, and training you possess that qualifies you for the Program Manager, Network and Operations position, including any knowledge of budgeting, bookkeeping, Excel spreadsheets, and accounting policies, and program development. Include in your response where you gained the experience and your dates of employment performing those duties and responsibilities (mm/yyyy to mm/yyyy).

3. Please describe a project for which you were responsible. Include in your response the scope of the project, the process, your specific role, your involvement in determining appropriate resources, how you developed and executed the project plan, and the outcome of the project.

4. This position will require that you work closely with other program staff to understand how their programs impact budgeting, expenses, and invoicing. In addition, the position will require solid communications skills to work closely with subgrantees and their staff. In many cases, the position will require that you provide technical assistance and support for nonprofits new to government funded grants. It is also important to understand nonprofit financials and the concept of “match” funding for grants. Please describe your experience or a project for which you were responsible that addresses the position requirements just outlined.