JOB TITLE: Program Director Urban Wood Rescue

DEPARTMENT: Special Programs

REPORTS TO: Executive Director

POSITION SUMMARY: The Program Director is responsible for the development, coordination, implementation and administration of the start-up Urban Wood Rescue program. The Program Director will have the unique opportunity to convene an integrated team to develop a sustainable urban wood utilization program serving the greater Sacramento region. The Program Director will be responsible for developing work processes and partnerships (with both the public and private sectors) to procure, inventory, mill, dry, store and market wood products from urban trees designated for removal due to risks, pests, diseases or development. The Program Director will prepare and implement annual plans focused on the marketing and sales of urban wood and urban wood products. The Program Director will recruit and coordinate an Expert Advisory Committee that will provide guidance and networking opportunities in the development and execution of the program. The Program Director will be expected to become a leading expert in urban wood utilization as related to urban wood storage, calculations and monetization of carbon. This position is made possible through a three-year Greenhouse Gas Reduction grant.

PRINCIPLE DUTIES:

1. Hire and manage support staff
2. Build strong relationships with program partners
3. Prepare and implement annual business plan and an initial three-year forecast
4. Lead spokesperson for program
5. Collaborate with program team to conduct outreach and educational activities to increase program visibility and viability
6. Coordinate a program Expert Advisory Committee
7. Cultivate pre and post market customer base
8. Build effective program systems and work processes; including program safety plan
9. Recruit, retain, and recognize volunteers
10. Administer transactions

OFFICE AND ORGANIZATIONAL INFRASTRUCTURE

1. Manage milling and yard operations
2. Oversee budgeting and purchasing of program equipment and supplies
3. Meet all grant requirements and deadlines
4. Maintain current and complete program files
5. Develop working protocols with Finance Department

JOB REQUIREMENTS:

EDUCATION: BA degree helpful, not required

EXPERIENCE: Program or business management experience required; experience with non-profit organizations helpful but not required; arboriculture or urban forest experience helpful but not required

SKILLS AND ATTRIBUTES: Strong managerial skills; excellent writing and communication skills; self-starter; positive attitude; team builder and player
TEMPERAMENT/SOFT SKILLS: Must have a good sense of humor and an ability to get along with a wide variety of people and organizations. Must be comfortable taking initiative and building new relationships and processes. Must be comfortable working in the interface of nonprofit, business, community and governmental relations. Must display high level of integrity. Must be comfortable working in an organization dedicated to promoting urban forest values and benefits through direct advocacy, education and community engagement.

SUPERVISORY RESPONSIBILITIES:
Will supervise volunteers, interns and contract employees.

WORKING CONDITIONS:
This is an at-will, salaried, full-time, and exempt position. This position is housed at the Sacramento Tree Foundation’s office and nearby urban wood rescue yard.

SALARY:
Dependent upon experience.

Sacramento Tree Foundation's Mission Statement
The mission of the Sacramento Tree Foundation is to build healthy, livable communities by growing the best regional urban forest in the nation. Get inspired about our Urban Woods Rescue Project by watching this video.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT
Applicants are requested to submit a cover letter and resume to: HR@sactree.com or mail to HR, Sacramento Tree Foundation, 191 Lathrop Way Suite D, Sacramento, CA 95815