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## Urban Forestry Project Manager

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**Reports to:** Director of Programs Des Moines Metro

**Function:** Support Tree's Forever's work in the Des Moines metro area to increase the urban canopy through tree plantings in public parks and right of ways. The successful candidate will lead all urban forestry project planning and oversee the successful completion of all tree planting projects.

**Status:** Exempt

**Schedule:** Full-time, with weekend and evening hours

**Location:** Des Moines, Iowa combination of on-site and work from home

**Salary:** \$50,000 - \$55,000 Commensurate with experience

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### Primary Responsibilities

- Support Trees Forever in its overall mission to plant and care for trees and the environment by empowering people, building community, and promoting stewardship.
- Lead all urban forestry project planning and oversee the successful completion of all tree planting projects.
- Implement plans, strategies, and programs to conserve, preserve, and proliferate the urban canopy guided by available urban forestry master plans.
- Work in conjunction with City of Des Moines Forestry to plan multi-year planting plans and EAB reforestation plans
- Map planting locations and select species for all urban tree plantings.
- Manage maintenance and inspection of all urban trees for a two-year period post-planting, including tracking of pruning, health, and mortality rate.
- Research and implement best practices for tree health based on current industry standards (watering devices, planting conditions, etc).
- Serve as primary point of contact for nurseries, including procurement and delivery of trees for plantings.
- Cultivate long-term relationships with metro area municipal staff that oversee tree planting.
- Manage and track all projects through Treekeeper8 & TreePlotter databases and create final reports.
- Facilitate tree plantings to ensure proper planting techniques and build positive rapport.
- Perform other duties as requested to support the goals of the Des Moines area team
- Communicates and manages program delivery expectations and standards with Trees Forever staff

### Required Skills/Abilities:

- Interpersonal skills necessary to build effective working relationships.
- Strong leadership traits, such as ability to give/receive constructive feedback, critical thinking skills, organization, and confidence in taking initiative.
- Experience with mapping tools, GIS systems, and database technologies such as TreeKeeper8 & TreePlotter
- Experience with office communication technology, virtual meeting tools, social media applications, and customer relationship management software
- Willingness to work as part of a team and effectively communicate with other team members
- A proven passion for service, the environment, and sustainability.
- Possess a commitment to working for a non-profit organization and promoting Trees Forever's mission and guiding principles.

## **Qualifications/Position Requirements**

- Bachelor's degree required. Preferred area of studies in forestry, horticulture, biology, environmental studies, or landscape architecture.
- Minimum two years of experience working in environmental field.
  - Possession of or willingness to obtain Arborist Certification; study materials provided and exam paid for by Trees Forever.
  - Significant knowledge of tree and shrub species and experience with tree procurement preferred.
- Some weekend work will be required, primarily on Saturdays in the spring and fall, as well as some evening work commitments. Work outside of standard office hours can be offset through a flexible working schedule.
- Valid U.S. Driver's License required plus reliable transportation and willingness to travel, including occasional overnight trips and some evening and weekend meetings. Position will require driving a 15-passenger van connected to a trailer. Training will be provided.
- Must have a clean driving record.
- Must be able to pass a background check.

## **Physical Demands and Work Environment**

The physical demands and work environment described here represent those an employee encounters while successfully performing the essential functions of this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Must be able to lift, carry, push, or pull up to 80 pounds at a time.
- Must be able to perform strenuous physical labor in all weather conditions.
- Prolonged periods of walking, standing, bending, or kneeling.
- Prolonged periods sitting at a desk and working on a computer.

## **About the Organization**

Trees Forever is a nonprofit charitable organization headquartered in Marion, Iowa. Its mission – to plant and care for trees and the environment by empowering people, building community, and promoting stewardship – is fulfilled through leading-edge programs and innovative practices. Trained and experienced staff have assisted community leaders and landowners across Iowa, Illinois, Wisconsin and beyond with thousands of planting projects. Each year, on average, Trees Forever works with and engages more than 7,000 volunteers who give generously of their time and talents. To date, they've helped plant more than 3 million trees.

## **Trees Forever Vision and Guiding Principles**

**Vision:** People sustaining the places where they live, work, and play by planting and caring for trees and natural areas.

**Guiding Principles:** Have humor, listen actively, strive for quality and simplicity, encourage synergy and creativity, be empathetic and understanding, communicate honestly and openly, treat people with respect and dignity, leadership is everyone's responsibility, be positive, flexible, and solution oriented, be the change you expect – lead by example, recognize everything is a process being improved, and demonstrate environmental integrity and community responsibility.

*Trees Forever, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We reserve the right to conduct background checks and drug screenings.*