

EMPLOYMENT OPPORTUNITY

1195 Clark St.
San José, CA 95126
ourcityforest.org

CLIMATE ACTION DIRECTOR

San José, California

SUMMARY DESCRIPTION

This position is an exciting addition, with further growth potential, to the Our City Forest (OCF) team! Supported by the President & CEO/Fund Developer, and a team of dedicated staff, the Climate Action Director will oversee OCF's operations for San José area urban forestry programs and services. They will oversee program/team managers for tree planting, tree care, nursery, and job corps. The Climate Action Director will ensure grant and policy compliance, monitor work plans, prepare reports, assess and manage resources, ensure adequate training and safety measures, and help create a culture in support of ongoing programmatic excellence.

KEY RESPONSIBILITIES

Work Plans and Contract Deliverables

- Oversees the development and tracking of the annual OCF work plan and budget
- Oversees grant/contract agreements, including deliverables, reports, budgets tracking
- With support from the Field Operations Manager and Arborist, oversees the timely execution and management of planting grants, fleet, safety policies, and facility operations
- With support from the OCF AmeriCorps Grant Officer, oversees successful completion of grant continuation and deliverables such as enrollment, retention, and reporting
- Communicates regularly with grantor agencies regarding current and future agreements

Staff Management & Support

- Supports and assesses the work of direct reports and progress towards goals
- Assesses progress and recommends changes to strategies, staffing, etc, as needed
- Oversees hiring for new positions or replacement hires and conducts evaluations
- Ensures accuracy of program data management and draft reports

KEY QUALIFICATIONS

Successful candidates will have prior senior level experience in both program and staff management, experience with developing and monitoring budgets, and a demonstrated interest in urban forestry or a closely related field. Key qualifications include:

- Minimum of 4-year college degree in business, public administration, or related
- 3+ years experience in program management, with financial and hiring duties
- 3+ years experience managing staff
- Experience working for a public agency or nonprofit organization
- Experience developing and tracking work plans and budgets
- Strong writing/grammar and public speaking skills
- Competent with Word, Excel, Google apps, file sharing, database management

KEY QUALIFICATIONS (cont'd)

- An entrepreneurial and adaptable spirit with ability to balance short + long-term priorities
- Experience navigating ambiguity to identify priorities, set goals, achieve objectives
- Ability to translate data, identify key findings, and communicate them clearly and concisely
- Understanding of and appreciation for the value of local, grassroots nonprofits
- Must pass a background check prior to employment

TO APPLY

Please email the following;

- 1) A cover letter (required) addressed to 'Hiring Committee' with the following information:
 - a) suitability for the position
 - b) approximate # of days/weeks required to start, if offered position
 - c) minimum approximate salary desired (optional)
- 2) Resumé not exceeding two pages

Please email the above to: rberry@ourcityforest.org

SALARY & BENEFITS

OCF offers competitive nonprofit salaries which are based on relevant experience and funding. OCF also offers meaningful community work, a motivated and enthusiastic team environment, and an uplifting inclusive culture. Benefits include paid leave and health insurance.



OCF programming and personnel decisions are guided by an OCF Diversity & Equity Pledge. OCF is an Equal Opportunity Employer which ensures that hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any legally protected group status.



Our City Forest (OCF) is an award-winning San José-based urban forestry nonprofit with a focused mission around growing the urban forest, especially in under-canopied and low-income neighborhoods. Since 1994, and largely focused on environmental justice and creating the next generations of urban forestry experts, OCF has secured grants and donations to mobilize 150,000+ volunteers and train 600 low-income young adults to assist neighborhoods, schools, agencies, and businesses in planting and establishing approximately 75,000+ large shade trees and 25,000+ shrubs under the watch of OCF's professional staff team of arborists and urban foresters. A signed stewardship agreement is obtained for every tree through OCF's community-based stewardship program, and follow-up is provided for 3 years to help ensure successful establishment. OCF also provides an array of related services including tree care, volunteer training, tree cultivation, information and referral, and environmental education.

Visit: www.ourcityforest.org

