New Jersey Tree Foundation

Job Description / Hiring Announcement: Executive Director

The New Jersey Tree Foundation (NJTF) is seeking to hire an Executive Director to lead the NJTF in accomplishing its mission in urban forestry. The Executive Director will be accountable to the Board of Trustees.

The Executive Director (ED) must have a passion for urban forestry and environmental justice. The successful candidate will be responsible for leading all aspects of the organization including planting trees, supervising personnel, fundraising, financial management, collaborating with partners, leadership, and supporting the culture of inclusion and diversity at NJTF.

The New Jersey Tree Foundation is a statewide 501(c)(3) nonprofit organization dedicated to planting trees in New Jersey’s most urban neighborhoods, where the need is greatest. Through tree planting, volunteerism, and partnerships, we assist numerous communities in improving their environment and quality of life.

**The Executive Director’s responsibilities shall include leading and directing the following:**

* Program Management
  + Urban Airshed Reforestation Program (Camden, Gloucester City)
  + Renaissance Tree Program (multiple cities statewide)
  + Green Streets (Reentry Program, Tree Planting for Hire)
  + Grove of Remembrance (Liberty State Park)
  + Memorial Tree Program
  + Equipment Management for all programs including trucks and motorized equipment, hand tools, and office equipment.
* Community relations and Communication
  + Training programs
  + Website
  + Social Media
  + Advertising and marketing
* Personnel
  + Hiring
  + Training
  + Performance Evaluations
* Volunteer Coordinator for NJ Forest Service Urban and Community Forestry
  + Arbor Day
  + NJ Shade Tree Federation
  + Pass Through Grant Coordinator
* Ongoing Strategic Planning in cooperation with Board of Trustees
* Financial Oversight
  + Prepare annual budget
  + Monitor financial performance and take corrective actions as needed
  + Payroll and bookkeeping
  + Reports for quarterly board meetings
  + Audits (financial, workers compensation insurance, contracts, grants)
* Development and Fundraising
  + Grant writing
  + Donor management (foster relationships)
* Compliance and best practices
  + Annual report
  + Oversight of annual tax reporting/filing
  + Oversight of annual not for profit charity registration
* Additional responsibilities as required

**Pay/Hours/Benefits**

* Salary $80,000 – $100,000 per annum commensurate with experience
* 37.5-hour work week with compensatory time for any hours over standard work week
* Medical benefits
* 403(b) retirement plan
* Paid vacation, sick and holidays
* Home office but must regularly be available to work in the field
* Reimbursement for travel

**Qualifications & Skills**

* Experience planting and maintaining trees
* Community organizing
* Supervisory experience
* Excellent interpersonal skills
* Project management experience
* Fund raising and grant writing a plus
* Able to plant 2.5” caliper street trees

**Education & Licenses**

* Bachelors or Associates degree or relevant experience in urban forestry or related field, or business administration.
  + Certificate in non-profit management a plus
  + NJ Licensed Tree Expert or Licensed Tree Care Operator a plus
  + ISA Certified Arborist a plus
* Valid Driver’s License and reliable vehicle

**The New Jersey Tree Foundation is an equal opportunity employer and is committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, gender identify, national origin, age, disability, veteran status, or other characteristics protected by law.**

**Please submit your resume and a short (one page) statement of interest including relevant experience to** [**NJTFBoard@NJTreeFoundation.org**](mailto:NJTFBoard@NJTreeFoundation.org)

**For additional information about NJTF please visit our social media @NJTrees**

**Accepting resumes until July 15, 2022 or until position is filled.**

Link: <https://njtrees.org/we-are-hiring-2/>