



## **Job Title: Director, Tree Planting**

### **Overview**

Open dates: 12/11/2017 to 01/31/2018  
Classification: Permanent, Full-Time, Exempt  
Location: Washington, DC  
Department: Tree Planting

### **Summary**

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers of all ages in tree planting and care, provide year-round continuing education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.

The **Director of Tree Planting** ("Director") manages/oversees the functions, activities, internal and external relationships of Tree Planting Department. As part of Casey Trees' senior management team, the Director also ensures the effective and efficient delivery of all Casey Trees programs organization-wide, and; serves as a spokesperson for Casey Trees' Mission and in particular – Motto – connecting people to trees, through trees, and to Casey Trees.

### **Essential Functions**

The Director creates demand for tree planting by developing industry knowledge, effective marketing, and developing community outreach programming. Additionally, the Director ensures a safety culture by eliminating or controlling hazardous conditions resulting from human error, equipment and machine operations that may lead to human injury and/or property damage. The following essential functions are representative for the Tree Planting Department in its entirety - including but not limited to:

#### **Supervision & Personnel Management:**

- Provides leadership, performance management, hiring/discipline of Tree Planting department employees.
- Supervises a managers, crew chief, arborists, interns & seasonal staff
- Ensures adherence to organizational policies and procedures, including but not limited to attendance, timeliness, conduct, appearance, volunteer and resident interaction, etc.
- Regularly collaborates with the Chief Operating Officer to ensure continual process.
- Directly/indirectly conducts periodic performance appraisals of subordinate staff.
- Mentors staff in all aspects of skill development in terms of safety, professionalism and related areas.

#### **Program Management:**

- Directs the design, implementation, and evaluation of Casey Trees' tree planting programs.
- Develops and executes workflow systems to ensure the smooth and consistent tree planting and care activities according to the latest industry guidelines/standards.
- Develops and adheres to annual budget, work plan (logic model), goals and objectives.
- Engages in continual process review and improvement.

#### **Inter-Departmental Functions:**

- Serves as a member of the organization's senior management team, ensuring the smooth execution of multi-departmental activities and tasks.
- Keeps the Chief Operating Officer regularly informed on the execution, effectiveness, and development of the Tree Planting Department's programs, activities and tasks.
- Collaborates with program directors on new initiatives to advance programs, including grant programs, fee-for-service and related income-generating activities.

#### **External Organizational Functions:**

- Develops and maintains strategic partnerships non-profits, governmental agencies, elected officials and their staff, businesses, volunteers, residents, etc.
- Represents Casey Trees at meetings, conferences, symposia, etc.
- Acts as a liaison with other public, private interests, and organizations to promote tree planting and care activities which enhance citizen efforts to protect, restore or maintain trees, urban forests, and the green infrastructure in urban environments.
- Engages and responds to community members on tree-related issues.

#### **Technical Skills:**

- Maintains general technical knowledge of urban forestry issues necessary to successfully implement tree planting/care programs, initiatives, and strategies.
- Maintains proficiency with various software packages required for the position.
- Keeps current on managerial concepts and training.



## Competencies

- Mentorship/Leadership.
- Problem Solving/Analysis.
- Decision Making.
- Project Management.
- Safety Assurance.
- Communication Proficiency.
- Client/Volunteer Focus.

## Working Conditions

The incumbent functions both in the office and outdoors. Outdoor work occurs year-round in the heat, cold and inclement weather with varying equipment such as computers, cell phones, vehicles of various types, trees, hand tools, etc. Travel is typically within Washington DC and in the DC metro area, with occasional travel outside for conferences, events, etc.

### Physical Demands: (Detail Specifics)

(The physical demands and work environment described are representative of those an incumbent encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act).

While performing the duties of this job, you will frequently be required to sit, talk and hear. This position is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. You will occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk. This position will be occasionally required to lift and/or move up to 100 pounds while using equipment to plant trees. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus. In the office environment, this position would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary.

## Required Qualifications

- **Education** - Undergraduate degree in horticulture, forestry, or related discipline, and; three years related experience. Individuals with significant, demonstrated personnel management experience in forestry/horticultural industry preferred.
- **Certifications** - Arborists' certification from the International Society of Arboriculture, or; the ability to obtain within one year of appointment.
- **Driving** - Valid driver's license with clean driving record and experience and ability to safely drive work vehicles including a pickup truck and trailer.
- **Communication** - Professional demeanor, superior written and oral communications skills, and the ability to interact and work with a variety of audiences, including but not limited to: arborists, urban foresters, engineers, planners, landscape architects, students, volunteers, funders, government partners, residents, etc.
- **Management** - Experience supervising, managing, and inspiring a staff of diverse backgrounds and skill levels, from entry-level techs, field supervisors, to experienced arborists. Volunteer management a plus.
- **Teamwork** - Demonstrated success working in a team environment; both internally and externally.
- **Budgeting** - Experience formulating and adhering to budgets.
- **Multitasking** - Must be able to manage multiple activities simultaneously.
- **Deadlines** - Must be able to establish, track, and meet deadlines, often under pressure.
- **Computer** - Proficiency with Microsoft Office Suite (word, excel, outlook, PowerPoint, etc.).
- **Software** - Able to learn Salesforce, ArcGIS Desktop, Eventbrite and other computer programs.

## Compensation and Benefits

This is a full-time position starting immediately, with excellent benefits including health, dental, vision, retirement, paid holidays and time off. Final candidate will be subject to a background check at time of offer.

## What you will need to apply

Please enter Director, Tree Planting in the subject line of your message and email the following items to Jon Lobeck, Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- **Letter of interest.**
- **Résumé.**
- **Available start date.**
- **Salary requirements.**
- **Contact information for three references.**