

# Job Announcement | Conservation Planner



<b>Date</b> July 2019	<b>Department</b> Science & Policy	<b>Location</b> Washington, D.C.
<b>Classification</b> Full-Time, Exempt	<b>Employment Terms</b> At Will	<b>Reports to</b> Science & Policy Director

## Summary

The Conservation Planner serves as a member of Casey Trees' Science & Policy Department, engaging both internal and external stakeholders to achieve positive conservation outcomes. General duties revolve around the development and execution of programs geared toward tree canopy expansion through conservation easements, tree planting on structures, green building certification and related mechanisms. The incumbent actively advocates for, and assists in, the attainment of Casey Trees' mission, motto and tree canopy goal.

## Essential Functions

- Manages, promotes and expands Casey Trees' conservation easement program
- Develops and promotes mechanisms to encourage the planting of trees on structures
- Creates / manages a tree-focused green building certification; engages a working group of developers to encourage the expansion of tree-friendly developments
- Assists in securing political support by leveraging existing and creating new relationships with key stakeholders including policymakers, legislators, environmental partners, etc.
- Advocates for tree canopy protection and expansion at community and other public meetings
- Researches, maintains, and publishes information on current public and community meetings held to explore topics that impact tree canopy
- Assists and leads training events for internal and external stakeholders
- Maintains data/records on programs, events, and constituents to strengthen existing and future actions

## Secondary Responsibilities

- Creates and delivers Science & Policy briefing materials
- Performs other duties as assigned

## Competencies

- Legislative frameworks
- Knowledge of smart green growth
- Conservation easements/soil conservation
- Problem solving/analysis
- Decision making
- Project management
- Public speaking
- Time management
- Organizational skills

## Position Type/Expected Hours of Work

This is a full-time position. The incumbent must be able and willing to work evenings, weekends, and extended hours as required.

## Compensation/Benefits

Competitive salary with excellent benefits including health, dental, vision, paid holidays, and paid time off.

## Travel

Travel is primarily local, although some out of the area travel and overnights may be expected

## Required Qualifications

- Undergraduate degree in planning, environmental management, sustainability, or related field
- Two to three years of program development experience
- Excellent time management
- Thoughtful, organized, highly collaborative with great attention to detail

- Demonstrated success working in a team environment; both internally and externally
- Excellent written and verbal communication, organizational and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Working knowledge of the ESRI suite
- Valid driver's license, clean driving record, willingness to sign CT's driving policy

### **Preferred Qualifications**

- Master's degree in planning, environmental management, sustainability, or related field
- Three plus years of program development experience
- Proficiency in GIS and Salesforce

### **What you will need to apply**

Please enter **Conservation Planner** in the subject line of your message and email the following items to the Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

**No telephone calls, please.** Final candidates will be subject to a background check at time of conditional offer.

### **Equal Employment Opportunity Policy**

Casey Trees is proud to be an Equal Opportunity Employer.

### **Who We Are**

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 in tree planting and care, provide year-round 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.