



Program Manager – Urban & Community Forestry

Great River Greening

ABOUT GREAT RIVER GREENING

Great River Greening (GRG) is Minnesota's leading environmental restoration nonprofit with a mission to inspire, engage, and lead local communities in conserving and caring for the land and water that enrich our lives. Our services extend throughout Minnesota in partnership with local communities, governmental agencies, conservation and agricultural organizations, individuals, and businesses. Great River Greening has grown significantly in its geographic scope in the last few years, but the staff remains small and works collaboratively as a friendly and committed team.

Great River Greening values Science, Community, Partnership, Education, and Environmental Equity. Great River Greening is an Equal Opportunity Employer. Candidates of all backgrounds, including women, candidates of color, LGBTQ+, or candidates with non-traditional work or experience backgrounds are encouraged to apply.

Urban Forestry Program

Great River Greening aims to expand tree canopies, empower communities, and increase equitable access to green spaces across Minnesota. As the recent recipient of a 5-year \$10 million grant from the USDA Forest Service for the Cooling Minnesota Communities (CMC) project, we will increase equitable access to the urban tree canopy by planting, distributing, and maintaining trees on city property, school campuses, public housing, community sites, regional parks, and residential homes across communities identified as in-need of tree canopy improvement via the Climate and Economic Justice Screening Tool.

Position Description

The Program Manager for our Urban & Community Forestry program will be integral to the implementation and execution of the CMC project. It will require working with multiple municipal partners and community stakeholders in the assessment, planting, and ongoing stewardship of these living assets. This position joins a team of other Program Managers, each of whom coordinates and manages program regions with individual projects, as well as collaborates on larger initiatives. While many backgrounds are possible, we would prefer someone who has experience in sustainable forest resource management, arboriculture, and/or urban ecology.

This is an exempt, full-time position with benefits including health, dental, 401k, LTD, Dependent Care, Health Care FSA, life insurance, and a PTO plan. The salary range for this role is \$65,000 - \$75,000 annually. Great River Greening offers a flexible workplace and staff are currently working hybrid-remotely.

Primary Duties and Responsibilities

Program Development and Planning (40%)

- Develop new and maintain existing programs in line with Great River Greening's mission, adopted strategic plan, and yearly conservation work plan. The current program includes our Cooling MN Communities with funding through two different grant programs from the USDA and State of MN with multiple community partners.
- Develop, lead, and nurture effective partnerships with government agencies, businesses, industry groups, individuals, and others that further Great River Greening's mission and conservation goals.
- Procure funding and other resources for the implementation of programs and projects through grant writing and partner coordination.
- Participate within the Conservation Team to organize, implement, and evaluate strategic goals.
- Collaborate with the Stewardship Team to integrate volunteer and community outreach events.
- Serve as a representative for the organization, expanding Great River Greening's network of partners, supporters, and volunteers and participating in various meetings of common interest.

Coordinate and Oversee Program and Project Management (60%)

- Review and draft contractual agreements with funding sources, partners, and contractors.
- Ensure organizational compliance in project implementation, expenditures, contracting and data/information management with grant agreements.
- Participate in evaluation of programs, projects and conservation strategies and procedures.
- Organize and coordinate meetings and track progress among partners for GRG-led projects.
- Coordinate forestry program providing leadership, technical oversight and coordination with partners and communities.
- Communicate with the conservation team and implement science-based best practices for urban forestry and ecological management.
- Complete grant reports to funding partners on a semi-annual and annual basis.
- Supervise direct reports.
- Provide leadership in urban and community forestry training and education for internal staff and external partners and community members.

Essential Qualifications

- Advanced degree in Urban and Community Forestry Science/Management, Arboriculture, or a closely related field of academic study or a related field and 5 years of related work experience, including 2 years of program leadership and management. Extensive field knowledge and experience can be substituted for formal education.
- Possess or ability to obtain the International Society of Arboriculture (ISA) Arborist certification within 3 months of start date.
- Knowledge of urban forestry and/or arboriculture and its application in community settings including forest health, environmental justice, canopy and community resource assessment, wood waste management, urban wood utilization, geospatial analysis, community forest benefits analysis, and community forest implications on carbon sequestration and storm water management
- Strong business skills, including project and grant management, budget development and management.
- Self-starter and contextualized thinker with excellent verbal, social, and writing skills.
- Grant writing skills; proven history of securing and managing grants to successful completion.
- Proven history of envisioning, developing, and implementing innovative conservation strategies to tackle conservation challenges.
- Demonstrated ability and demeanor to forge and maintain effective partnerships with traditional and non-traditional partners to advance the conservation of natural resources in Minnesota.
- Experience with and enthusiasm for engaging the community in conservation.
- A valid driver's license.
- Computer experience with Microsoft office suite, ArcGIS Pro, ArcGIS Online and internet utilities.

Preferred Qualifications

- Working knowledge of Minnesota conservation organizations and government agencies.
- Familiarity with ISA tree hazard assessment.
- Demonstrated experience developing and implementing conservation projects with landowners or other partners, delivering high quality results on time and within budget.
- Experience with data management systems.
- Experience as an educator or presenter.
- Moderate plant identification for invasive and native species of Minnesota.

Application Instructions:

Electronic applications only: Send cover letter and resume to nyang@greatrivergreening.org with the subject line: GRG Urban Forestry Position.

See www.greatrivergreening.org for more information.