



## TEXAS TREES FOUNDATION Job Description

### Director of Operations

*Reports to:* President & CEO

*Classification:* Full time permanent; exempt

*Supervises:* Operations Managers

*Salary Scale Equivalent:* Salary is commensurate with experience.

**Position Description:** The Director of Operations will manage and oversee the day to day operational functions of the Texas Trees Foundation and is a member of the Senior Management team. The Director of Operations will work closely with the directors of Finance and Development, to ensure the effective and efficient delivery of all Texas Trees programs and projects. The Director of Operations will also serve as a spokesperson for the Foundation's mission and will work to provide opportunities through external partners to advance the mission of the Foundation.

**Organization:** Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

### Essential Functions

#### Leadership & Management:

- Provide leadership through the TTF Management Team for strategic planning, budgeting, and organizational development
- Manage and oversee all day to day operations of Texas Trees Foundation programs, activities, facilities, equipment, and staff
- Develop training and safety programs for operations personnel and implement same
- Ensure team adherence to organization policies and procedures
- Ensure coordination between departments, admin staff and external partners
- Ensure departmental operations are carried out in an efficient and effective manner
- Provide strong and motivated leadership to all facets of the organization
- Inspire team members to do their best and seek out new responsibilities and opportunities
- Communicate best practices and participate in advancing policies, budgets, programs, and best practices at local, regional, and statewide levels
- Represent the CEO at public events and meetings when appropriate and needed.
- Connect people with trees through the Texas Trees Foundation

#### Program Development and Oversight:

- Implement programs, activities and services that fulfill the mission and accomplish the goals of TTF and are consistent with the strategic plan ensuring timely delivery
- Evaluate programs and recommend appropriate action to the President & CEO
- Guide a highly motivated team and ensure completion of annual work plans, targets, and outcomes
- Develop and adhere to annual operational budget, work plan, goals, and objectives
- Support the development of contract, ensure compliance, and oversee contract reporting
- Identify, explore, and manage partnerships with educational, community and governmental organizations that will advance TTF's impact throughout the State of Texas

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

- Participate in the financial and business planning to make sure programs and projects are on budget
- Serves as a member of the Foundation's senior management team, ensuring the smooth execution of multi-departmental activities and tasks
- Inform President & CEO regularly on the execution, effectiveness, and development of the Foundation's programs, activities, and tasks
- Coordinate with program directors to advance the Foundation's mission

### **External Organizational Functions:**

- Develop and maintain strategic partnerships with non-profits, governmental agencies, elected officials, businesses, volunteers, and the community
- Serve as a spokesperson for TTF and play a key role in communicating the organizations mission
- Stay abreast of local, regional, state, and federal initiatives and policies that impact TTF's mission and programs
- Promote and advance scientific and evidence-based urban forest research and innovation

### **Fundraising and Revenue Generation:**

- Provide support to the Director of Development to set fundraising targets, potential funders and campaigns needed for fundraising
- Familiarity with government grants including grant cycles, proper administration of funds and necessary reporting requirements
- Demonstrated success in sustaining positive working relationships with individuals, corporate and government funders, and partners
- Experience identifying, approaching, and securing potential partners, including local, county, state, and corporate support
- Able to develop and expand strategic partnerships with local and state government organizations, corporations, and foundations

### **Required Qualifications/Skills:**

- **Education:** Undergraduate or Post-Graduate degree in Urban Forestry preferred, forestry, horticulture, or related discipline with a minimum of 10 years-experience; with at least 3-years of senior management experience in a non-profit organization or equivalent
- **Driving:** Valid Texas driver's license with clean driving record
- **Communication:** Professional demeanor, superior written and oral communication skills, ability to interact and work with a variety of audiences, including but not limited to arborists, city officials and staff, urban foresters, volunteers, contractors, private partners, and donors
- **Computer:** Proficiency with Microsoft Office suite (word, excel, outlook, PowerPoint, etc.)
- **Practical Experience:** With human resources, planning, budgeting, and business analysis
- **Personal:** Demonstrated success working with internal and external partners, with the demonstrated ability to successfully deal with conflicts as they arise
- **Hours:** Ability and willingness to work flexible schedules which includes some evenings and weekends, occasional overnight travel may be required
- **Safety:** Ability to safely lift objects more than 50 lbs. and work within safety standards

This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; personal and sick time and a supportive and engaging work environment with opportunities for professional development. Flexible schedule averaging 40 hours per week.

**To Apply:** Send resume, cover letter and references to: [Zaneta@texastrees.org](mailto:Zaneta@texastrees.org)