



CANOPY POSITION ANNOUNCEMENT (compensation updated 4/6/21)

Tree Programs Senior Manager - Full Time (Exempt)

Canopy is a growing urban and community forestry nonprofit with a track record of delivering high quality, innovative programs that bring nature into neighborhoods throughout the Midpeninsula. Canopy staff and volunteers strive toward excellence, equity, collaboration, and gratitude in the work we do, and welcome candidates that share these values. We are seeking a dedicated person to join our team and grow with us as we work towards our vision: a day when every resident of the Midpeninsula can step outside to move, play, and thrive under the shade of healthy trees.

Position Summary

Under the direction of Canopy's Executive Director and in partnership with the Tree Programs Committee, the Tree Programs Senior Manager is responsible for overseeing all tree programs and ensuring that Canopy's programs are well organized and align with strategic programmatic goals. Tree programs include: community tree plantings, tree care and surveying, The Great Oak Count citizen science project, educational workshops and events, and advocacy efforts. The Tree Programs Senior Manager is responsible for overseeing the trees team and the volunteer engagement manager, currently four staff members. Many of Canopy's events take place on weekends and the Tree Programs Senior Manager will be expected to work Saturdays several times a month.

Duties and responsibilities include but are not limited to:

Tree Programs Management (80%)

- Hire, train, and manage tree programs and field staff.
- With the above team, direct all of Canopy's "Tree Programs," giving an appropriate level of independence and oversight to each staff member and associated program.
- Work with staff, the Canopy Board of Directors, the Tree Programs Committee, and other volunteers to develop and achieve program goals on an annual basis. Ensure that these goals are assigned, carried out, and adapted as appropriate throughout the year, including managing the program calendar and ensuring alignment with Canopy's Strategic Plan.
- Actively supervise large planting projects and drive planting initiatives.
 - Manage the procurement of all trees, plants, and other materials, ensuring Canopy plants trees that will thrive and produce maximum possible benefits for decades to come.
 - Work with appropriate staff to ensure Canopy planted trees thrive and are maintained in a timely manner, including maintenance hand-off.
- Manage The Great Oak Count citizen science program and coordinate with program volunteer leads.
- Manage program tracking and ensure metrics are properly recorded and organized on all relevant databases (Salesforce, Tree Plotter, Google Drive).
- Manage Tree Plotter, including staff training and ensuring that over time it continues to serve programs adequately.
- Work with the Executive Director and board members to build and maintain strategic relationships with partner and client organizations and individuals.
- Work with development staff and Executive Director to make sure tree programs are appropriately funded, including preparing grant proposals and writing reports, managing municipal contracts, and managing fee-for-service programs.
- Work with staff and board members to identify targeted areas for adapting, packaging, expanding, and possibly creating new programs.

Education Programs (10%)

- Manage the Tree Hotline with help from administrative staff and other ISA Certified Arborists on staff.
- Assist the Education Director with Community Forestry School, webinars/tree talks, and other large educational initiatives needing arboricultural assistance.
- Contribute to educational content online through the blog, e-newsletters, etc.
- Collaborate with Education staff on citizen science programs, where tree care and education overlap.

Advocacy Programs (10%)

- Remain current on trends in urban and community forestry that apply to Canopy's work, making sure it is incorporated into Canopy's advocacy and other program efforts.
- Work with the Executive Director and the Advocacy Committee on providing technical assistance to advocacy programs and responding to advocacy-related issues and opportunities.
- Work with communications staff on timely and effective messaging about Canopy programs and issues involving the local urban forest.

Qualifications and Experience

- Substantial knowledge or experience in urban forestry, arboriculture, horticulture, landscape management, design, or related fields.
- Substantial experience in managing staff.
- Substantial experience in community organizing and event planning/organizing.
- Preferred experience working with municipalities, including contracting writing and negotiation.
- Outstanding interpersonal skills and ability to communicate effectively verbally and in writing. Ability to respond thoughtfully, promptly, and respectfully to various audiences.
- Ability to prioritize and handle multiple tasks independently and as part of a team.
- Highly organized, and committed to producing quality results.
- Dependable and dedicated to Canopy's mission and vision.
- Self-starter who can proactively and independently solve problems.
- Flexible, creative, and attentive to details.
- Comfortable with Google Workspace, Salesforce, and tree mapping software.
- CA Drivers License and several years driving experience and with a good driving record.
- ISA arborist certification preferred.

Physical Activity Requirements

- Ability to sit and type, frequently
- Ability to bend, squat, stoop, and stand for long periods of time, regularly
- Ability to lift up to 50 lbs., occasionally
- Driving to and around neighborhoods where work is being performed

Compensation & Benefits

- Compensation for this full-time position is \$59,000-65,000, depending on experience
- Medical/dental/vision insurance, sick leave, vacation time, and generous paid holidays
- Canopy values professional growth and opportunities for professional development

To Apply

Email résumé and short cover letter to Ann Bilodeau, Member of the Canopy Finance Committee, at jobs@canopy.org. Accepting applications on a rolling basis until the position is filled.

Equal opportunity employer: Canopy strives to engage, celebrate, and reflect the rich diversity of the communities we serve. We value inclusion and equity in our programs, leadership, and hiring practices.