Program Manager

Job Title: Program Manager
Supervisor: Executive Director
Status: Full-time, flexible hours (some are on weekends and/or evenings)
Salary Range: $35,000.00-$41,000.00 plus health and retirement benefits

SUMMARY:
Trees Matter seeks a Program Manager, responsible for overseeing the implementation and delivery of all Trees Matter programs. Trees Matter is in an early stage of development so the Program Manager will have many opportunities to help grow and refine current and future programming. Trees Matter has three main programs: SRP Free Shade Tree Program, Trees for Schools, and Urban Food Forest. The Program Manager will work under the direct supervision of the Executive Director and will supervise a part-time Communications Assistant.

DUTIES AND RESPONSIBILITIES:
• Cultivate existing relationships with clients with the goal of ensuring contract compliance, particularly in relation to the SRP Shade Tree contract
• Establish consistent, objective program performance standards
• Manage all programs to budget matching or exceeding income goals of all programs and fundraising events
• Oversee communications for SRP Shade Tree Program participants and assist them directly at events
• Manage and attend program workshops and events pertaining to our programs
• Reconcile forms, sales and/or distributions in relation to the programs
• Work with the Volunteer Coordinator to ensure volunteers are properly recruited and trained for workshops, events, and committees
• Ensure all supplies and materials are prepared, assembled, and maintained for all programs, projects, and events
• Assist in transporting supplies to and from events and TM office, this may include driving large rental vehicles when applicable
• Provide required and applicable reports to Executive Director and contractors
• Work with various contractors and vendors to implement the program goals
• Work with the Executive Director to develop partnerships that align with each program objective
REQUIRED QUALIFICATIONS:
A successful candidate will be confident in developing, leading, and growing our programs. They should be flexible and able to work collaboratively with a small nonprofit team. Specific requirements include:
- A passion for our mission to inspire and promote an increased tree canopy Valley-wide
- A bachelor’s degree or higher-level academic degree preferably related to nonprofits, business management, event management, or urban forestry
- 4 years or more in a management role supervising at least one person
- Must be able to juggle multiple tasks, show initiative, and problem solve
- Strong project management skills and highly organized with strong attention to detail
- Ability to complete tasks independently
- Excellent verbal, written, and interpersonal communication skills
- Ability to keep calm and composed under pressure especially during events
- Ability to work varying schedules, including weekends as needed
- Comfortable driving large rental trucks for events and tree related plantings
- Must be able to lift 30 pounds and comfortable with physical activities like tree planting
- Occasional travel throughout the Valley is required: a valid Arizona driver's license and access to a reliable vehicle is required
- Strong proficiency with Microsoft Office Programs to include Word, Excel, and Outlook

PREFERRED QUALIFICATIONS:
- Advanced proficiency in written and spoken Spanish
- ISA certified Arborist or extensive knowledge of Arizona trees and/or permaculture
- Demonstrated success developing and evaluating program models
- A strong local network that can complement our programs and current partnerships

To Apply:
Please submit a resume and cover letter to info@treesmatter.org by August 15th, 2018. Be sure to put “Program Manager” in the subject line. All items should be submitted in a single .pdf document. Position open until filled.