



TREE PROGRAM DIRECTOR

About the Organization

Keep Omaha Beautiful (KOB) is an environmental nonprofit organization that was founded in 1959. Our mission is to foster environmental and community stewardship through education, service, and advocacy. Each year, we work with thousands of volunteers, students, community groups, and partner organizations to provide environmental education programming, community events, and volunteer service projects from litter cleanups to large-scale tree plantings.

About the Position

KOB's Tree Program Director will continuously seek to protect, enhance, and expand equitable urban tree canopy cover throughout the Omaha area. This will be achieved through overall strategic leadership of the Tree Canopy Improvement program. This dynamic, tree-loving individual will facilitate tree planting projects, maintain and deepen relationships with stakeholders, partners, and contractors, and engage Omaha residents and community organizations. The Tree Program Director will supervise the coordination of KOB-hosted workshops, community conversations, and volunteer opportunities, such as volunteer tree planting events. As KOB's tree programs continue to expand, the organization values a mindset of continuous process improvement to develop and launch new projects.

Essential Duties & Responsibilities

Program Leadership

- Provide strategic leadership for KOB's Tree Canopy Improvement program(s).
- Work alongside KOB Directors to develop, implement, and monitor the annual program budget.
- Collaborate with the KOB team and community partners to develop initiatives that align with KOB's programmatic priorities and advance the organization's mission.
- Onboard, train, and supervise staff within the Tree Canopy Improvement program area.
- Work with and maintain relationships with various City of Omaha departments, including: Parks, Recreation and Public Property; Planning; and Public Works.
- Collaborate with and maintain relationships with local contractors, community groups, and volunteers to complete tree plantings throughout the city.

Advocacy, Community Relations, & Development

- Foster KOB's relationships with City and community partners to improve the coverage and health of Omaha's tree canopy.
- Identify and foster strategic partnerships to help improve and expand KOB's community outreach efforts and programs.
- Explore, develop, and conduct community outreach programs such as *Teas and Trees* workshops.
- Support KOB's Development team in securing sponsors and grants.
- Provide technical information to support grant applications and reports.

Tree Plantings

- Lead KOB's Parks and Street tree planting process:
 - Meet annual goals for grant requirements and organizational program objectives.
 - Develop and maintain relationships with local nurseries and arborists.

- Manage the scheduling and coordination of tree plantings.
- Create, disseminate, review, and select bids for tree planting contractors.
- Ensure that plantings are conducted according to KOB's program specifications and standards.
- Oversee the work of contractors who implement maintenance and watering contracts for the trees planted through KOB.
- Oversee the tree health assessment and review process for all KOB-planted trees to track health, growth, and survival rates.
- Oversee the planning, onsite planting, and maintenance aspects of KOB's *Trees for Tomorrow* Schools Program, including:
 - Foster partnerships with area schools, district staff, and Landscape Architects to oversee creation of planting plans and conduct tree plantings on school properties.
 - Coordinate with KOB's school planting contractors to select trees, planting dates, and set watering and maintenance schedules.
 - Assist and collaborate with KOB's Environmental Education team to coordinate tree planting events.
- Collaborate with KOB's Volunteer Management team to develop and implement additional volunteer opportunities for the Tree Canopy Improvement program area.

Other Duties

- Lead other tree-related projects, such as tree distribution events, as funding and program/staff capacity allows.
- Provide general support for other KOB programs and community events.
- There will also be other duties as assigned. KOB is a small nonprofit, which calls for all employees to wear numerous hats and contribute to an all-hands-on-deck approach. The ideal candidate will enjoy a diversity of responsibilities and embrace new duties as they emerge.

Characteristics & Skills

We are looking for a professional who embodies the following characteristics and skills. If this describes you, we encourage you to apply!

- Passionate about arboriculture and helping Omaha become a more environmentally sustainable and equitable city
- Excellent interpersonal skills with an ability to foster new and ongoing relationships with program partners, donors, contractors, volunteers, colleagues, and the general public
- Skilled at community networking and developing successful partnerships
- Motivated to learn new skills, engage in professional development, and stay up-to-date on emerging topics in arboriculture
- Committed to environmental equity
- Adept or willingness to learn to integrate technology and digital-based processes into programs, workflows, and operations
- Outstanding verbal and written communication skills
- Able to think critically and problem solve independently when issues arise
- Flexible and can successfully adapt to ongoing, positive change
- Able to prioritize and manage responsibilities
- Able to interpret, assess, and make informed decisions based on analyzing a variety of different types of maps

We are an active and mobile team that conducts work throughout the city. In order to provide programming for all of Omaha, we ask that candidates possess the following:

- Must have a valid driver's license and access to a personal vehicle. KOB is supportive of active multi-modal transportation (walk, bike, bus, carpool) and even provides a

public transportation commuting benefit, but given the nature of our work and this position, reliable access to a vehicle is necessary

- Must be able to work in a variety of settings, including an office environment with potential for several hours in front of a computer, and at offsite and outdoor locations for volunteer projects and community events
- Must be able to lift up to 40 pounds, walk long distances throughout parks and trails, and set up for events

Education & Experience

- A minimum of a bachelor's degree or equivalent experience in forestry, environmental science, landscape architecture/design, ecology, sustainability, horticulture, nonprofit management, education, or other related field
- A minimum of five years experience in program management and/or leadership in urban forestry, horticulture, landscape design, event planning, or community outreach
- Background in staff and team supervision and leadership
- Significant experience working with trees

Additional Preferences *(not required, but a definite plus)*

- ISA Certified Arborist, or possessing additional ISA or NAA credentials
- A graduate degree or other specialized training in sustainability-related topics
- Experience working with Google Workspace including Google Docs, Google Calendar, Google Sheets and Google Forms
- Biliterate and bilingual in English and Spanish
- Experience coordinating large-scale, public events
- Experience with Geographic Information Systems (GIS)
- Knowledge of/experience with arboriculture, horticulture, landscaping, or urban planning
- Comfortable speaking in front of large groups
- Knowledge of working with city utilities for marking and creating maps to represent what landscape and planting barriers exist at potential planting sites

Schedule & Compensation

- Full-time (40 hours/week) with occasional evening or weekend work (for community and volunteer events), especially in the spring and fall
- Hybrid work opportunity based at KOB's office located at 1819 Farnam Street, Suite 306, Omaha, NE 68183
- Competitive compensation \$61,000-\$66,000 based on talents, skills, and experience
- Attractive benefits package that includes a potential end-of-year financial incentive for outstanding performance, arrangements for a flexible work schedule and remote options, a health and wellness benefit or health insurance, generous paid time off, an allotment for professional development, mobile phone benefit, public transportation benefit, life and long-term disability insurance, and a 403(b) retirement benefit.

Application Process

To submit an application for this position, please email your resume and a cover letter to Emily Hergenrader at emily.hergenrader@keepomahabeautiful.org and note **Tree Program Director Application** in the subject line.

****KOB values diversity of experience, approach, and perspective within our work and our team, and we are proud to be an equal opportunity employer. Our organization is committed to being an inclusive, diverse workplace that is welcoming to people of all backgrounds, experiences, and circumstances, and reflects the communities we serve and value.**