



P.O. Box 2012  
Tacoma, Washington 98401  
info@TacomaTreeFoundation.org

**JOB TITLE:** Planting Director

**Position status:** Full-time, salaried (40 hours per week)

**Location:** Tacoma, Washington (Hybrid remote & in-person, based at a downtown office)

**Salary:** \$65,000-75,000 (with benefits), depending on experience

**Posting date:** May 3, 2024

**First review of applications:** June 3, 2024 (open until filled)

**Reports to:** Executive Director

## ABOUT TACOMA TREE FOUNDATION

TTF is a growing non-profit organization committed to educating, empowering, and supporting community members in neighborhood-based greening. Tacoma Tree Foundation deeply values the diversity of the greater Tacoma community and is committed to being an anti-racist organization with an institutional culture grounded in justice, equity, diversity, and inclusion (JEDI). Together we can grow a greener, healthier, and more connected Greater Tacoma area. More information is available at [www.TacomaTreeFoundation.org](http://www.TacomaTreeFoundation.org).

## Job Description

The Planting Director will lead our neighborhood tree planting, community building, and volunteer management efforts. This team member will work closely with TTF staff and partner organizations (such as the City of Tacoma, Pierce County, and American Forests) to grow Tacoma's tree canopy by identifying and developing opportunities for community-driven tree planting and general greening projects. The role involves the proactive planning and management of multiple contracts, directing planting program logistics and equitable community engagement efforts, supervising staff, representing TTF in the community, and contributing to other organizational activities as needed. This is a full-time, salaried position estimated at 40 hours per week with flexible, hybrid scheduling and frequent evening and weekend hours.

## General Expectations

The Planting Director is the leader of the tree planting program and should embody the following expectations and characteristics:

- A collaborative and inclusive approach
- Compassion and respect for others, including an attitude of cultural humility
- Willingness to learn and to contribute
- A commitment to service and community
- The ability to work in and create a positive team environment
- Interest and experience working with trees, greening, and environmental sustainability
- A grasp of public policy, specifically as it relates to urban forestry, climate change, and environmental justice.

## Essential Job Functions

- Initiate, plan, and implement projects, managing and collaborating with our growing team of 5–10 full-time and part-time program staff

- Identify tree planting opportunities and direct projects, sharing resources related to trees and greening and assisting community members with planting and maintenance activities.
- Direct a program of culturally sensitive and place-based outreach, identifying community contacts, communicating with community members and leaders about their priorities, helping to implement projects to meet community interests, and leading neighborhood-based meetings when appropriate.
- Communicate with the public about TTF programs and topics related to tree planting, maintenance, and preservation through face-to-face contacts and other media.
- Communicate frequently with key partners, such as City of Tacoma, Washington Department of Natural Resources, and American Forests.
- Work with Executive Director to apply for and manage planting-related grants and contracts and assist with hiring new staff members.
- Lead plant acquisition and care efforts at shared nursery facility
- Lead watering program to ensure establishment of designated trees
- Supervise delivery of technical trainings for community members (e.g., Tree Stewards and Tree Captains)
- Oversee and maintain equipment, such as truck, trailer, and other tools
- Make purchases and track expenses related to the planting program
- Participate in advocacy and education programming as needed.
- Monitor and track quantitative and qualitative data to assess and report progress to partners and constituents.
- Attend board meetings and contribute to staff reporting as needed.
- Assist with organizational development efforts, such as fundraising, creating staff policies, etc.

### **Required Skills & Experience**

- 2–3 years of project management experience
- Passion for the social and environmental implications of urban forestry, including a clear understanding of tree coverage as an environmental justice issue.
- Demonstrated commitment to practices of justice, equity, diversity, and inclusion (JEDI) at all levels of operations.
- Planning and project management, with ability to make decisions about priorities and deadlines on multiple projects.
- Excellent communication skills, including writing and public speaking (multilingual preferred).
- Computer skills and familiarity with various computer-based tools, such as email, calendars, spreadsheets, etc., (especially Google suite and Zoom).
- Highly effective interpersonal skills, including ability and desire to build relationships with local residents, businesses, community groups, political leaders, and other partners.
- Substantial technical knowledge of trees, plant identification, etc., and desire to learn more.

- Willingness to learn new theories and principles related to trees, sustainability, land use, public policy, and equity.
- Ability to plan and facilitate productive team meetings and community conversations around social and environmental issues related to urban forestry.
- Keen interest in working with a young and diverse staff team.
- High school diploma or equivalent
- Ability to lift up to 50 pounds and conduct other physical motions related to transporting and planting large potted trees)
- Valid driver's license

### **Preferred Skills & Experience**

- 2–3 years' experience managing multiple projects and/or programs
- 2–3 years' experience applying for and managing grants and/or contracts from public and private funding sources
- Knowledge of and personal connections within Greater Tacoma's neighborhoods and communities
- Background and/or interests in plant biology, urban forestry, sustainability, education, advocacy, and environmental policy
- College degree in a related discipline
- Experience leading community engagement and managing volunteers
- Fluency in a language other than English
- Experience driving a truck and trailer (commercial driver's license preferred)
- Arborist certification from the International Society of Arboriculture

### **Compensation & Benefits**

- Base salary of \$65,000–\$75,000, depending on experience
- 13 paid holidays
- 28 days paid time off (interchangeable sick and personal time)
- Health insurance
- Enrollment in a retirement plan, with a 3% match contribution provided by TTF, to begin in second calendar year of employment
- Technology stipend of \$50/month, for work-related expenses such as personal computers, phones, and data services.
- Additional paid time off for bereavement, parental leave, jury duty, or other extenuating circumstances
- Paid family leave per Washington state law

### **To Apply**

For full consideration, please e-mail a cover letter, resume with phone and email info, and contact information for three references to [info@tacomatreefoundation.org](mailto:info@tacomatreefoundation.org) before June 2 at 11:59 p.m. Applications received after that time will be considered on a case-by-case basis, until the position is filled. The same email can be used for questions related to the job description or application process.