

Executive Director, TreeUtah

Position Summary:

TreeUtah is immediately seeking a full-time Executive Director. TreeUtah is dedicated to improving Utah's quality of life by enhancing the environment through tree planting, stewardship and education. TreeUtah is a registered 501(c)3 non-profit organization and currently has an annual operating budget of approximately \$250,000. Since our inception 20 years ago we have helped to plant over 350,000 trees statewide, with the help of over 120,000 volunteers.

The Executive Director is responsible for the overall management and operation of TreeUtah, and is expected to financially support the organization by building its membership base, writing successful grants and implementing other creative funding strategies. Other duties include (but are not limited to): managing 2 to 3 full time staff members and 2-3 full time interns; cultivating and maintaining funding and programming partnerships with community, governmental and other nonprofit agencies and personnel; extensive community outreach and collaboration; sustaining quality programs and developing a new urban orchard program; managing all aspects of the organizations finances including annual and program budgets; executing administrative responsibilities punctually, thoroughly and professionally; and working with the TreeUtah Board of Directors to preserve and promote the mission and integrity of the organization.

Qualifications:

Proven track record of successful fund development, leadership and complex management experience—including membership-building; BA/BS degree in applicable field—advanced degree preferred; Minimum 5 years managerial experience (preference given to those with a background in non-profit or environmental organization management), including direct staff supervision; Ability to work with diverse populations and relate to people of all ages; Strong interpersonal skills with the ability to effectively communicate with team members in a small office environment; Excellent written and oral communication skills, including public relations and the ability to enthusiastically promote the organization and energetically manage day-to-day operations of a busy and growing non-profit. ISA Certified Arborist preferred, but not required. The Executive Director reports to the Board of Directors.

Hours and Compensation:

The position is Full-Time and Exempt. Salary DOE and includes health and dental benefits plus a generous vacation and holiday leave policy.

To Apply:

Interested candidates should E-mail a resume or CV; a letter describing how your education, experience and skills match the job qualifications; and the names, E-mail addresses and telephone numbers of five references, preferably including a mix of professional and personal contacts, to: director@treeutah.org

E-mail is the preferred method for applying; however, hard copies can be sent to:

TreeUtah

Attn: Jeff Ward, Executive Director

c/o: Executive Director Search

740 South 300 West #301

Salt Lake City, Utah, 84101.

This position is open until filled; however, it is recommended that you submit your application materials promptly, as the hiring committee is looking to fill this vacancy as soon as possible.

For more information about TreeUtah, please visit www.treeutah.org.