



## **PROGRAM MANAGER, SIDEWALK GARDENS JOB DESCRIPTION**

**Classification and Time:** Full-time, Exempt

**Annual Salary:** \$75,000 - \$83,000 DOE

**Benefits:** 100% Employer-paid health, dental and vision per FUF Employee Handbook

**Reports to:** Program Director

**Date:** May 2023

### **ABOUT FRIENDS OF THE URBAN FOREST**

Since 1981, Friends of the Urban Forest, a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant over 120,000 square feet of sidewalk gardens and more than 60,000 trees — half of San Francisco's street tree canopy. Friends of the Urban Forest has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. Friends of the Urban Forest recognizes San Francisco's many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other.

This position at Friends of the Urban Forest would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for over 40 years.

### **Position Summary**

The Program Manager, Sidewalk Gardens is responsible for planning, developing, and managing Friends of the Urban Forest's Sidewalk Gardens (SWG) program. This includes assisting with program design, implementing and improving upon program processes, supervising tree planting and watering staff, reporting on work completed to grant funders, and ensuring that program goals are met.

This position requires a background in horticulture and strong organizational and leadership skills. The position involves both office and field work, public speaking, some heavy lifting (40 lbs.), and driving fleet vehicles. The Program Manager, Sidewalk Gardens reports directly to the Program Director and works closely with the community engagement team, other program managers and team members, city and state level government agencies, various vendors and contractors, volunteers, and members of the public.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Duties and Responsibilities**

- Lead Friends of the Urban Forest's Sidewalk Garden planting activities; and hire, train, coach, and supervise two Planting Managers.
- Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures and complying with legal regulations.

- Assist with grant management and billing, including approving payment of invoices, and developing monthly and quarterly reports for contract invoicing.
- Lead the development of program goals and utilize quarterly program review processes to solicit feedback from stakeholders and track progress toward goals.
- Develop workflows and program structure to facilitate project management and create meaningful impact that aligns with Friends of the Urban Forest's mission, vision, and values.
- Cultivate and maintain key relationships with outside individuals and organizations such as community organizers, other nonprofits, and neighborhood groups in order to maintain presence in communities between projects and create a network to help build interest when projects are scheduled.
- Manage Sidewalk Gardens projects when required. This includes organizing community meetings, conducting site analysis, submitting permits, managing contractors, and leading volunteer groups.
- Coordinate with the Community Engagement Program Manager to ensure plantings and events are scheduled to fulfill grant contract requirements and to ensure that annual goals are met.
- Coordinate with the Development team to ensure special plantings and events are scheduled, and to ensure that partner needs are managed and met.
- Identify, create, and manage relationships with vendors, contractors, and community partners; and support team members in ensuring agreements and quality standards are met.
- Conduct regular performance evaluations with direct reports; provide coaching and support; communicate job expectations; plan, monitor, and provide regular feedback on job performance; recommend compensation actions; and follow policies and procedures.
- In collaboration with the Contract Administrator and Program Director, ensure compliance and satisfactory completion of grant and other funding obligations.
- Contribute to organization-wide budget development, forecasting, and review through projecting planting goals and monitoring progress towards meeting the goals.
- Act as a source of technical expertise to support Friends of the Urban Forest's advocacy efforts.
- Attend and participate in, and occasionally assist in planning special events including annual Volunteer Party and other events hosted or participated in on behalf of Friends of the Urban Forest.

## **Requirements**

- A background in landscape design, landscape architecture, horticulture, urban forestry, or related field
- A minimum of two years of experience supervising and mentoring staff strongly preferred
- Bachelor's Degree in environmental design or natural resource management preferred
- Knowledge and understanding of environmental non-profit management
- A strong commitment to environmental justice, equity, and inclusion within the broader movement and the workplace
- Exceptional attention to detail and strong written, analytical, and verbal communication skills
- Ability to take initiative and solve problems creatively
- A courteous and helpful attitude on the job, and a willingness and ability to be responsive to colleagues, volunteers, the general public, and funders
- A passion for urban sustainability and a commitment to Friends of the Urban Forest's mission and values
- A valid CA driver's license with a clean driving record
- Full COVID-19 vaccination

### **Competitive Compensation and Benefits**

The Program Manager, Sidewalk Gardens position is full-time, exempt with an annual salary of \$75,000 - \$83,000 annually depending on experience. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). We offer a 403(b) Retirement Plan, a generous paid leave policy that includes 13 holidays each year and vacation starting at 12 days and increasing with additional years of employment, funds for professional development opportunities, and stipends for remote work.

### **Equal Employment Opportunity**

Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

### **Flexible and Safe Work Environment**

The position currently operates in a hybrid model with approximately 75% time working in the field or in the office located in the beautiful Presidio of San Francisco and 25% time working remotely.

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment.

The noise level in the work environment is usually moderate. Office workspaces are often shared and employees should not have any expectation that they can be assigned a dedicated workspace.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and crawling. The employee must frequently lift and move items over 40 pounds, and load tools and planting materials into and out of vehicles.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **HOW TO APPLY**

If you're interested and qualified, please email a cover letter with your resume to:

[resume@fuf.net](mailto:resume@fuf.net)

Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity, and inclusion.