



## **Community Workforce Development Director**

### **Job Announcement**

#### **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 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.

#### **Position Summary**

Friends of the Urban Forest is seeking a passionate, dynamic, and experienced individual to serve as our next Community Workforce Development Director. This position will be responsible for the success and implementation of Friends of the Urban Forest's workforce development and community engagement programs, including youth and adult workforce development programs. Our workforce development programs, including Green Teens, Green Crew and New Roots, offer young people and adults the opportunity to steward the urban landscape while developing valuable job and life skills. Our Community Engagement program helps identify and grow interest in planting trees and gardens in neighborhoods across San Francisco while coordinating our volunteer program and building vital connections with partnering community organizations. This position will lead the implementation of our strategic plan as it impacts the planning, administration, evaluation, and enhancement of all the above programs and supervision of all program staff, playing a key leadership role in fostering organizational values of environmental justice, equity, and inclusion. The Community Workforce Development Director will also regularly report on progress toward established goals, evaluating and revising reporting systems to align with our new plan. This position will partner with our Development and Marketing and Communications teams to build awareness of our work and cultivate funding opportunities. A key member of the organizational leadership team, this position reports to the Executive Director.

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.

#### **Essential Functions**

##### **I. Program Oversight**

- Oversee the Community Engagement and Workforce Development programs, including Green Teens and Green Crew, and hire, train, coach, and supervise two program managers.
- Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures and complying with legal regulations.
- Assist Workforce Development Program Manager in establishing relationships for program

referrals and job placement, developing an employment pipeline for program participants.

- Assist Workforce Development Program Manager in developing protocols for case management referrals for program participants.
- In collaboration with development and marketing teams, monitor volunteer recruitment, participation, and satisfaction, and evaluate with the goal of increasing participation and satisfaction.
- Review monthly financial statements to ensure that monthly and annual goals are being met.
- Coordinate an annual assessment of programs as part of the budget preparation process.
- Ensure grant compliance and satisfactory completion of grant and other funding obligations.
- Evaluate staffing needs and develop corresponding job descriptions.
- Conduct regular performance evaluations with Program Managers; providing coaching and support; communicate job expectations; plan, monitor, and provide regular feedback on job performance; recommend compensation actions; and follow policies and procedures.
- Conduct quarterly program evaluations and ensure all programs are meeting assigned goals and objectives.
- In collaboration with marketing and development teams, establish and monitor protocols for responding to all constituent service requests for planting, tree care, and volunteering in a timely fashion.
- Maintain and revise data entry procedures and protocols in conjunction with the Data Manager.

## **II. Program Development**

- Conduct program and organizational development in collaboration with the Executive Director and leadership team.
- Develop programmatic narratives and budget projections for potential funding sources and collaborate on funding proposals.
- Collaborate with the Development and Contracts staff on grant reporting and contract invoicing.
- Prepare and review program budgets in collaboration with the Finance and Contracts Director and Executive Director.
- Create and standardize program operations and ensure compliance with policies and procedures. Ensure that programs have up-to-date program manuals.
- Maintain existing and establish new relationships with community partners, including other nonprofits, and government agencies.
- Represent Friends of the Urban Forest at meetings and other events to promote the organization and its programs as needed.

## **III. Strategic Plan Implementation**

- Align Program design and operations with organizational values and vision.
- Evaluate and report on progress toward relevant plan goals and objectives.
- Set annual work plans and budgets in line with achieving plan goals and objectives.

### **Desired Qualifications and Experience**

- Eight years of professional experience in workforce development, community engagement and outreach, social work, or related fields.
- A Master of Social Work degree or similar professional certification is strongly preferred.
- Five years of experience supervising and mentoring staff.
- Significant relevant program design, management and evaluation experience, including demonstrated experience executing successful professional development programs and knowledge of adult and youth learning strategies.
- Demonstrated experience in volunteer management.
- Proven record in fostering relationships with community partnerships.
- A strong commitment to environmental justice, equity, and inclusion within the broader movement and the workplace.
- A courteous, helpful attitude on the job, and a willingness and ability to be responsive to colleagues, stakeholders, public officials, staff, and Board members.
- Excellent interpersonal skills and strong written and verbal communication skills.
- A willingness to take initiative and the ability to work in a self-directed manner.

### **Competitive Compensation and Benefits**

The Community Workforce Development Director position is full-time, exempt with an annual salary range of \$100,000 - \$110,000 depending on experience. Friends of the Urban Forest's benefits package 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 14 holidays each year, 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 two-thirds time working remotely and one-third time in the office, which is located in the beautiful Presidio of San Francisco.

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. Friends of the Urban Forest will consider all requests for reasonable accommodations based on applicants who have a (1) medical contraindication to the specific types of COVID-19 vaccines available, or (2) sincerely held religious belief or practice contrary to immunization.

The noise level in the work environment is usually moderate. Office workspace and cubicle assignments change from time to time and employees should not have any expectation that any assignment is permanent.

## **HOW TO APPLY**

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

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

Black, Indigenous, and People of Color are strongly encouraged to apply.