



Classification and Time: Full time, exempt

Annual Salary: \$75,000 - \$85,000 DOE

Hours: 40 hours per week, including some Saturdays and evening meetings

Benefits: Full health, dental and vision per FUF Employee Handbook

Reports to: Community Workforce Development Director

Date: February 16, 2023

Summary

The Community Engagement Program Manager is responsible for the planning, developing, and managing of FUF's Community Engagement Program, which includes outreach, volunteer, and community education campaigns. This position is responsible for oversight and implementation of a variety of campaigns with the help of program staff including managers and associates. This role includes supervising program staff and ensuring that all program and campaign goals are met. This position requires a background in environmental justice organizing and cultural competency, along with strong organizational and leadership skills. The position involves both office and field work including computer work, public speaking, and driving a FUF vehicle (a valid California license is required). The Community Engagement Program Manager works closely with the senior management team, program managers, government departments and contractors. This position reports to the Community Workforce Development 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.

Responsibilities

Program oversight

- Design and lead a strategic community engagement plan based in environmental justice practice.
- Establish, track, and report on goals, objectives, budgets, and operational plans for the community engagement (CE) program in collaboration with senior management and Board of Directors.
- Engage in analyzing metrics, completing quarterly program reviews, and changing tactics as needed.
- Ensure that grant contract requirements and goals are met, including developing and tracking program budgets and annual goals, forecasting and approving program expenses, developing program-related protocols and procedures.

Supervision

- Develop and maintain a current program manual for onboarding new employees and documenting standard procedures.
- Train, coach, motivate, recruit, supervise and evaluate CE program staff (currently 2 managers, 2 coordinators, occasional interns) with an emphasis on effective cross-team collaboration while developing individual leadership and advancing women, transgender, nonbinary, Black, indigenous, and people of color to leadership roles within FUF
- Provide leadership that is transparent, inclusive, and empowering in support of developing a team culture based on environmental justice

Internal Collaboration

- Support the Community Workforce Development Director in high level strategy and planning, including taking an active role coordinating with other programs and city departments.



- Collaborate with senior management and Program Managers to ensure consistent and timely progress towards FUF's mission and goals, including timely communication, calendaring meetings, note taking, setting agendas, and meeting facilitation
- Research and write reports: Catalog and analyze data relevant to the issue and our policy proposals to help influence public debate and earn media attention for our cause.

External Collaboration

- Recruit, develop, and maintain citywide partnerships with community organizations and leadership, including community-based organizations, schools, and city officials.
 - Develop these partnerships using active listening, empathy, ability to provide honest and gentle feedback, creative problem-solving, negotiation skills, and dynamic public speaking skills
 - Establish, track, and report on goals, objectives, budgets, and operational plans for community partnerships
 - Collaborate with coalition partners including government organizations to mobilize their networks, leading conflict resolution and providing advice when appropriate.
- Run an aggressive outreach plan including phone banking to meet our campaign goals
 - Recruit, train, and manage volunteers
 - Plan, support, and host coalition meetings, convenings, and public events with diverse partners to share ideas and identify key lessons learned on climate action from the state and local levels.
 - Compile and analyze data regarding the priorities of residents who live in FUF planting areas and advocate for the inclusion of these in FUF strategic plans

Required Qualifications

While no one person will have all the qualities enumerated below, the successful candidate will bring many of the following qualifications:

- At least 4 years of supervision/management experience, ability to coach staff, navigating challenging relationships, project planning, and developing growth plans. Skilled at giving feedback to direct reports and identifying opportunities for their further development.
- Demonstrated experience with professional organizing, advocacy, engagement, volunteer management, or campaigns. Strong track record of mobilizing large numbers of people into action, and building community leadership.
- Demonstrated experience with project management, including developing, adhering to, and communicating adjustments for timelines and deadlines, tracking progress on goals, and managing and prioritizing competing projects for individual work, for supervised staff, and for lateral colleagues through delegating.
- Commitment to racial justice and other forms of equity and understanding of how to advance racial justice and other forms of equity in all aspects of the job.
- Ability to work occasional evenings and weekends, with strong boundary and self-care skills, ability to manage up and work independently as well as collaborate, coordinate, and prioritize multiple tasks while meeting deadlines.
- Proficiency in a language other than English, especially Mandarin, Cantonese, Spanish, and / or Tagalog.
- Have a valid CA driver's license with a clean driving record, and valid vehicle insurance if driving a personal car for work.



What Makes a Good Fit

- Maintenance of a growth-mindset attitude and strong ethical practice
- Ability to think proactively, anticipate problems, analyze situations, develop and implement effective solutions and take initiative.
- Excellent judgment, especially when dealing with sensitive situations or information, including legal and personnel matters.
- Excellent relationship building skills and experience working effectively with community groups and members, especially with people from mixed backgrounds or knowledge bases. Comfortable in implementing and advocating for standard equity and inclusion practices.
- High degree of emotional intelligence

Competitive Compensation and Benefits

The Community Engagement Program Manager position is full-time, exempt with an annual salary of approximately \$75,000-\$85,000 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, 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 50% time working outdoors at project sites, and 50% time working either remotely or 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.

Physical Demands

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, crawling, and climbing all day. The employee must occasionally lift and move items and load supplies into and out of vehicles.

Interested candidates should send a resume and brief cover letter to resume@fuf.net.