



Program Manager – Cedar Rapids Metro Area

Roles and Responsibilities

The Cedar Rapids Metro Program Manager leads the Trees Forever ReLeaf Cedar Rapids and Planting Hope derecho-recovery efforts. This position is responsible for executing multiple initiatives in the Cedar Rapids Metro area including Growing Futures, partner development, and volunteer engagement, all with the focus of meeting the goal of planting and caring for more trees. The person will supervise the area Growing Futures Program Coordinator.

Roles and Responsibilities

Program Management

- Communicate and manage program delivery expectations and standards with Trees Forever staff.
- Lead Trees Forever’s tree recovery efforts in the Cedar Rapids metropolitan area through the Cedar Rapids ReLeaf, Planting Hope, and other tree planting initiatives.
 - Coordinate partnership efforts with the City of Cedar Rapids
 - Plan and execute tree distributions, including ongoing evaluation and follow-up
 - Manage local volunteer coordination, development, and recognition
 - Maintain positive working relationships with city officials and other partners
 - Support development staff in fundraising
 - Manage all aspects of tracking results and reporting to partners
- Provide guidance and support to Growing Futures coordinator.
- Serve on internal and external work groups. Help Trees Forever publicize project efforts and produce public education materials, as needed.
- Fulfill requests for Trees Forever speaking, presentation, and display engagements.

Organizational Improvement and General Support

- Lead efforts to engage volunteers in more effective, efficient, and innovative ways (i.e. Service Learning and involving more skilled volunteers).
- Find new ways to involve local partners, corporate volunteer groups, individuals, and more to extend our reach planting trees and lead to potential new donors.
- Represent Trees Forever and speak on behalf of tree issues within the community at area planning initiatives, events, conferences, etc.
- With the Director of Programs and the Development Team, assist with planning, writing, and review of grant proposals.

The ideal candidate will possess the following attributes:

- Interpersonal skills necessary to build effective relationships with staff members, board members, partners, and volunteers.
- Strong leadership traits, such as ability to give/receive constructive feedback, critical thinking skills, organization, and confidence in taking initiative.
- A passion for service, the environment, and sustainability.
- A commitment to working for a non-profit organization and promoting Trees Forever's mission and guiding principles.

QUALIFICATIONS

- Bachelor's degree preferred, but not required. Applicant will be encouraged to learn more about community planning, Midwest native ecosystems, and urban forestry.
- Demonstrated organizational skills managing multiple projects with varying priorities.
- Ability to work a flexible schedule, including some travel, evenings, and weekends.
- Must read and commit to Trees Forever's Purpose and Culture.
- Must possess the following skills:
 - Proficiency with Microsoft Office, particularly Outlook, Word, Excel, and PowerPoint.
 - Experience using contact management and database systems.
- Residence in Linn County preferable or within 30 miles of Cedar Rapids/Marion.
- Must have valid driver's license and ability to maintain reliable transportation

BENEFITS

Salary: \$45,000 - \$55,000

Benefits: Retirement Plan Match to 4% of salary (immediate eligibility)

Access to Medical and Dental Coverage-individual and family plans, Life, AD&D Coverage
11 Paid Holidays. 18 days accumulation for first year and up to 30 days by year 5.

Trees Forever is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability. We reserve the right to conduct background checks and drug screenings.