



Chief Operating Officer

TreesCharlotte is a public/private collaboration dedicated to planting 5,000+ trees annually, primarily through volunteer efforts. The collaboration also educates Charlotte's residents on the importance of the canopy and ways to plant and preserve trees. Among the myriad of benefits, trees clean our air, ease storm water run-off, reduce our energy usage, cool our streets, parks, and homes, increase property values, and provide natural beauty that is the envy of cities across the world.

TreesCharlotte, working in close partnership with the City of Charlotte, is a growing and highly productive non-profit in Charlotte focused on preserving and protecting the tree canopy of the community.

The Chief Operating Officer role is a new position offering strong growth and development opportunities and potential to influence and shape the future of the Charlotte community and one of the finest urban forests in America.

This position reports to the Executive Director and requires outstanding communication, collaboration, leadership and partnership skills; strong operational and organizational skills, attention to detail, business acumen and a passion for stellar performance and the work done through the organization. The candidate must be comfortable working in a fast-paced environment and leading / influencing diverse partner and stakeholder groups to achieve results.

Accountabilities include:

- Plans 20+ community tree planting events annually, leading 10+ weekend events.
- Secures planting event sponsorships
- Oversees and grows stewardship functions
- Manages internships to evaluate tree survival rates
- Manages tree grower partnerships, determines tree orders with City and orders seedlings
- Responsible for non-board fundraising, including memberships, events, grant writing and reporting
- Oversees communications – newsletters, web site , social media, Yellow Duck Marketing
- Develops presentations that tell a strong and compelling story to promote and advance the organization
- Maintains inventory, budgetary and other key financial information and provides updates to leadership on a regular basis
- Develops and manages honorary/memorial tree programs

- Advances partnerships with development community and certification programs (with home builders)
- Recruits, trains and deploys TreeMasters
- Fosters community partnerships to include Charlotte Mecklenburg Schools, Park and Recreation, Rotary clubs, local colleges, etc.
- Oversees education programs, classroom instruction as needed
- Fields tree-related inquiries from the public
- Serves as day to day face for TreesCharlotte, including presentations, media, and outreach spokesperson
- Manages expanding programs : cemeteries, Brightwalk Arboretum, Habitat for Humanity, TreeCampus USA
- Executes and grows community-wide Arbor Day Celebration
- Plans and executes Annual Tree Canopy Summit Remains current and on leading edge of urban forestry trends

Job Competencies

Analysis: Outstanding ability to analyze, model and capture a business or financial process.

Organization: Thrives on handling multiple tasks. Clear, thorough project management.

Attention to Detail: Passion for excellence. Driven by understanding and monitoring every transaction. Follows through.

Communication: Optimistic, engaging, clear and persuasive.

Teamwork: Reaches out to others and effectively collaborates. Establishes and cultivates positive relationships that are results oriented and long-term.

Leadership: Excels in motivating and mentoring others. Efficiently delegates tasks to appropriate parties. Is flexible, adaptable, and open to change.

Cultural Competencies

Passion: Consistently strives to make the organization better by making others better.

Service: Learns from others in the trenches. Goes above and beyond.

Depth: Willing to dig deep to challenge the status quo and discover hidden opportunities.

Focus: Thought leader in area of competence.

Transparency: Shares findings and process in a way that informs and inspires.

Integrity: Trustworthy in all respects. Quick to admit mistakes.

Minimum Requirements:

- Bachelor's degree; Advanced degree preferred
- Minimum 5+ years' experience and progression in corporate or non-profit roles
- Experience/background in Urban Forestry and/or arboriculture strongly preferred
- Knowledge of GIS (Geographical Information Systems) a plus
- Proven leadership skills, with strong ability to lead, motivate and manage others
- Demonstrated project management, presentation and communication skills
- Strong technical skills, specifically Excel & PowerPoint, Word, Outlook

For additional information and/or to express interest in this position please
contact:

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