



POSITION TITLE: Climate Resilient Communities Urban Forestry Director

REPORTS TO: Senior Director, River Programs

LOCATION: Flexible/Remote

TERM AND SALARY: \$80,000-\$82,000 for a full time / 1 FTE, exempt position with comprehensive benefits including: medical, dental, and vision health insurance; 403b retirement savings plan; vacation and well-being leave; employee assistance program; life insurance; technology stipend; and paid holidays. River Network is piloting a 32-hour/4-day work week schedule from October - December 2023 and may move permanently to that schedule as of January 2024. To date, the organization has worked on a 40-hr./week schedule.

POSITION SUMMARY: River Network seeks an experienced candidate to oversee our work to implement and administer a 5-year, national urban and community forestry regrant and capacity building program for frontline communities. This role is fully remote and the ideal candidate has comfort and experience managing remote projects and teams. Individuals with interest and experience in the following areas are encouraged to apply: project management, federal grant management, water and climate change resilience, urban and community forestry, green infrastructure, environmental justice, and organizational capacity building.

This role is fully remote, and the ideal candidate has comfort and experience managing remote projects and working with colleagues and partners in multiple locations. The Climate Resilient Communities Urban Forestry Director will manage a multiyear, federally funded urban and community forestry regrant and capacity building program, [Building Resilience in Frontline Communities](#) including close collaboration with our project partners Anthropocene Alliance, Environmental Protection Network, Thriving Earth Exchange and Native Americans in Philanthropy. This position will be responsible for developing, implementing and tracking a subaward application process; establishing an advisory group and application review panel; assessing subaward recipients' capacity needs; overseeing and providing capacity building support for subaward recipients and managing contractors. This role will lead this new initiative for the organization including budget management and collaboration with partners and ensuring alignment with our programs, [strategic plan](#) and [network priorities](#) (learn more about our current work to build [Climate Resilient Communities](#)). While most work is performed remotely, travel will be required for conferences, staff retreats and other work-related meetings (estimated on average one trip per month).

Our ideal candidate understands and has experience working with nonprofit organizations and with under-represented groups, particularly racially and ethnically diverse communities. The Climate Resilient Communities Urban Forestry Director will work directly with the Senior Director

of River Programs and serve as a member of the Climate Resilient Communities team and the broader River Programs team. This person must be flexible and able to take initiative in accomplishing tasks, as well as seeking support from other River Network staff. We seek a candidate who is excited about building the capacity of organizations in our network to advance resilient and equitable communities through urban and community forestry.

ABOUT RIVER NETWORK: River Network envisions a powerful and inclusive movement that ensures abundant clean water for all people and nature to thrive. Our mission is to grow and strengthen a transformational national network of water, justice, and river advocates. Visit www.rivernetwork.org to learn more about our current priorities. We are committed to embracing diversity, equity and inclusion in all areas to achieve our mission – explore our [core values and commitment](#) to equity, diversity and inclusion, our explanation for [why equity, diversity and inclusion](#) is the [foundation of our mission](#), and our [principles for equitable and inclusive work](#). Through our programs, we seek to connect with all communities and increase the impact of their efforts to secure clean and ample water. Through our internal practices and external leadership, we seek an inclusive workplace culture that attracts diverse staff, board, members, and supporters.

River Network’s headquarters are in Boulder, Colorado and we have staff located in communities across the U.S. While we are a dispersed staff team, we are highly collaborative, and value distributed leadership approaches that aim to disperse authority and responsibility to the staff closest to the work. All staff are encouraged to engage in cross-cutting, internal staff committees and initiatives that provide opportunities to work with colleagues outside of their primary focus area. Our staff is deeply invested in creating and tending to a healthy workplace culture and engaging all staff to influence and shape that culture.

Find information about our financials [here](#) (annual reports, financial statement, 990)

ESSENTIAL FUNCTIONS:

- Oversee overall implementation of the new Building Resilience in Frontline Communities Urban and Community Forest initiative including overall federal grant management, tracking and reporting, and regular coordination with initiative partners
- Manage staff and contractors, including regular check-ins, oversight of annual workplans and coordination with org-wide workplan and identify opportunities for cross-team coordination and collaboration
- Establish project management, contract and grant tracking system for internal use and with project partners to ensure efficiency and compliance with federal award guidelines
- Define initiative outputs, outcomes and evaluation process
- Develop subaward application process, including recruiting and establishing an Advisory group
- Conduct broad outreach to potential applicants working with partners and marketing and communication staff
- Identify capacity building needs of applicants and work with partners and River Network’s Leadership Development staff to provide services
- Coordinate proposal review process working with a Review Panel and manage application intake, proposal review and selection

- Support and maintain regular contact with sub awardees; identify and deliver training services, such as webinars and peer learning networks, to enhance capacity of subawardees to achieve urban and community forestry goals
- Support storytelling by working with marketing and communications staff and managing contractors
- Communicate regularly with USFS to share progress
- Represent River Network at conferences and peer calls
- Participate in River Programs and Climate Resilient Communities team meetings

BASIC QUALIFICATIONS:

- Bachelor's degree or equivalent education in a related field and 8-10 years professional work experience OR master's degree or equivalent education in a related field and 4-6 years professional work experience;
- Strategic thinker and quick learner with interest and experience in working with colleagues and teams from diverse backgrounds;
- Experience managing or applying for federal awards;
- Experience in or interest in learning about Urban and Community Forestry;
- Detail-oriented and organized, with experience in grant management and simultaneous oversight of multiple projects, completing tasks on often fast timelines, and effective communication around shifting needs and/or priorities;
- Experience coordinating teams, including comfort and confidence in managing contractors, working independently and as part of a team; defining and tracking project deadlines, soliciting and incorporating input from team members and partners while continuing to move projects forward;
- Experience working with community-based organizations (CBOs) and leaders and organizations representing communities of color;
- Excellent interpersonal and communication skills (oral and written); good sense of humor and interest in building connection and community with coworkers and partners;
- Ability to adapt to changing conditions in the sector and needs of our subawardees and project partners; and
- Commitment to River Network's [vision and mission](#), and to our core values of strength, mutual respect, integrity, balance, growth and inclusion.

TO APPLY: Please submit a cover letter addressing how your experience, knowledge and abilities make you a good fit for this position and a resume by November 30 using [our online form](#). References, work samples, and questions will be part of the selection process. No phone calls please.

What to Expect: We'll review your application materials for experience, knowledge, and abilities required to successfully perform the job. Only those selected to advance in this process will be contacted for an interview. Candidates must possess current and valid U.S. Work Authorization and be eligible to work for any U.S. employer without sponsorship. As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please go ahead and apply anyway! You might be just the right candidate for this role. Consistent with our values and our commitment to equity, diversity, and inclusion as stated above, **River Network is an Equal Opportunity Employer**. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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