

TREE SAN DIEGO PROJECT MANAGER II JOB DESCRIPTION

Position Title: Project Manager II, full-time

Reports To: Executive Director

Location: Hybrid; requires some travel in Southern California

Compensation: Salary; \$68,000 annually

Benefits: Health stipend and 401K plan access (4% match after 12 months)

Application Deadline: Open until filled; first phase interviews to begin in January 2024

About Tree San Diego: Tree San Diego is a dynamic and mission-driven nonprofit organization dedicated to expanding our shared urban forest. We work in collaboration with state and federal agencies to address critical environmental challenges, promote positive change, and make a lasting impact in our community. Our projects are supported by grants and partnerships with governmental entities, foundations, and private donors.

Position Summary: The Project Manager II at Tree San Diego will play a pivotal role in overseeing and facilitating the successful planning, execution, and management of grant-funded projects in collaboration with state and federal agencies. They will lead a dedicated team of professionals in program ideation, project implementation, and grant writing support.

Essential Functions and Responsibilities

- Design, plan, implement, and manage select TSD projects, programs and perspective grants
- Identify, develop, and gather the resources to complete projects on time
- Provide regular project and reporting updates to Executive Director and staff
- Support research and grant writing and application processes
- Build relationships and collaborations with key partners and stakeholders
- Coordinate with GIS, arborists, administrative, accounting, and other TSD staff and contractors as necessary to complete proposals and projects
- Foster a positive and professional work atmosphere
- Attend and conduct meetings/events/plantings as needed; includes supporting site coordination
- Present key milestones and data to stakeholder groups and donors
- Develop and manage project budgets, ensuring accurate financial tracking and reporting
- Monitor expenses, identify cost-saving opportunities, and report on budget variances
- Administrative support and other duties as assigned

Minimum Qualifications

- Bachelor's degree in a related field (Master's preferred).
- At least 3 years of experience in multi-year project management and/or nonprofit project work
- Proficiency in proposal writing with experience in securing funds from state and federal agencies
- Familiarity with concepts, practices, and techniques used in the environmental sector
- Positive, problem-solving attitude with a desire to help the environment
- Excellent leadership, communication, organizational, and interpersonal skills
- Ability to work effectively with diverse stakeholders
- Fluent in English; Spanish is highly desirable

How to Apply: Interested candidates are invited to submit a resume, cover letter, professional references, and brief writing sample (e.g. grant or proposal excerpt, mission-focused article, or relevant material) to info@treesandiego.org. Please include "Project Manager II Application - [Your Name]" in the subject line of your email. Due to the increased volume of applications received on a rolling basis, we regret that we may not be able to respond to every applicant. If your qualifications match our needs, you may be selected for an interview, and will receive further communication via email from info@treesandiego.org. We appreciate your understanding and interest in joining our team at TSD!

Our commitment to diversity and inclusion: *Tree San Diego embraces diversity in all its various forms—whether it be diversity of thought, background, race, religion, gender, skills or experience. We are committed to fostering a community where every colleague feels welcomed, valued, respected and heard. We encourage candidates from diverse backgrounds to apply!*