Job Description

Program Manager

Do you have the unique ability to cultivate and grow both programs and relationships? Is it easy for you to connect with people, listen to their needs, and provide them great service? Are you gifted at seeing the bigger picture, connecting dots and seeing opportunities? Are you passionate about improving the quality of life in our communities, especially through building the capacity of local volunteer tree planting organizations?

The Arbor Day Foundation is seeking a Program Manager to lead our new initiative of working with local volunteer tree planting organizations. This position serves as an important link between existing and potential partners and our work together to further our mission. The Program Manager proactively advocates for the growth and development of local volunteer tree planting organizations by providing support, resources, and peer-to-peer learning opportunities. We are in search of an individual who can offer growth and innovation to our programs while also recognizing the importance of effective operations and management. The ideal candidate is exceptional at both relationship and program management, relentless at pursuing growth in programmatic impact, and knowledgeable about national association and nonprofit practices.

The Foundation offers an excellent working environment, salary commensurate with experience, an attractive benefits package, and the opportunity to enhance our environmental impact. If you thrive in a fast-paced, high-energy environment where you can make a difference, please submit a cover letter and resume.

Responsibilities:

- Identify, recruit, and cultivate relationships with existing and potential local tree planting partners.
- Maintain dialogue with existing partners to ensure high level of impact and success of program.
- Generate innovative ideas and resources that will expand existing programs, increasing programmatic impact and support of volunteer tree planting organizations.
- Collaborate on the development and implementation of a strategic communication plan for expanding the volunteer tree planting organization network.
- Represent the Arbor Day Foundation at a wide-range of events including presentations, meetings, and media events to convey the Foundation’s mission to a diverse audience.
- Partner with the Corporate Partnerships team to identify, connect, and implement new opportunities to support local tree planting organizations.
- Some travel required.
Qualifications:
- Passion for the Foundation's mission: trees, nature, and environmental stewardship.
- Positive outlook, strong work ethic, and a high degree of professionalism.
- Excellent relationship building skills.
- Strong interpersonal skills and the ability to relate to individuals at all levels of the organization.
- Ability to work in a fast-paced environment on multiple projects.
- Strong written and oral communication skills.
- Self-starter who can work independently and as a member of a team.

Education and Experience:
- Preferably at least 3 years’ experience in program management.
- Bachelor’s degree preferred.

Job Location
Lincoln, Nebraska, United States

Position Type
Full-Time/Regular