Urban and Community Forestry Program Manager

Position Information

Working Title: Urban and Community Forestry Program Manager
Role Title: Natural Resource Manager II - 59116
Job Open Date: 04/19/2016
Job Close Date: Open Until Filled
Open Until Filled: Yes
Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)? No

Hiring Range: commensurate with experience
Agency: Dept of Forestry (411)
Agency Website: http://dof.virginia.gov
Location: Charlottesville - 540
Sublocation: Position Number: 00312
Job Posting Number: 1011525
Type of Recruitment: General Public - G
Does this position have telework options? Yes
Bilingual/Multilingual Skill Requirement/Preference: No
Job Type: Full-Time (Salaried)
Job Type Detail: Full-Time Salaried - Non-Faculty- FTS-1
Pay Band: 05

Job Description: Are you passionate about the environment and the critical role that trees and forests play in creating healthier, more livable communities? Do you have the unique ability to cultivate and grow both relationships and programs? Is it easy for you to connect with people, listen to their needs, and provide them great service? Are you visionary and gifted at networking, connecting...
dots and seeing future opportunities? Are you ready to apply your skills in leading and advancing Virginia’s nationally recognized urban forestry program?

The Virginia Department of Forestry seeks a program manager to lead our Urban and Community Forestry programs. This position serves as an important link between existing and potential partners and our work together to increase the benefits that trees and forests provide in Virginia’s built environment. The program manager proactively advocates for the growth and development of our high-impact urban and community forestry programs through a network of partners. We are in search of an individual who can deliver growth and innovation in our programs while also ensuring 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 the world of Urban and Community Forestry. The Department of Forestry offers an excellent working environment, pay commensurate with experience, an attractive benefits package, and the opportunity to directly affect the health of Virginia’s citizens and environment. If you thrive in a fast-paced, high-energy environment where you can make a difference, please submit your online application.

Responsibilities:
• Identify, solicit, and cultivate relationships with existing and potential program partners through multiple communication methods and network to advance the Urban and Community Forestry programs at a local, state, and national level.
• Maintain dialogue with existing partners to ensure excellent customer service and expand opportunities for greater impact and the long-term success of the Urban and Community Forestry programs.
• Generate innovative ideas that will expand existing programs and increase audience diversity and inclusiveness.
• Seek new funding opportunities to further leverage and support urban and community forestry programs.
• Develop clear and specific milestones and deliverables for all programs and ensure progress toward achieving them.
• Develop and manage a combination of grants and other funding sources to ensure that program initiatives are adequately supported and that funds are administered effectively both in-house and by program partners.
• Collaborate on the development and implementation of a new strategic plan for the urban and community forestry program.
• Work closely with the Communications team to share stories that further highlight the impact of the program.
• Develop, interpret and employ policy and procedures for effective program implementation.
• Make presentations and develop handouts, proposals, and other resources that partners and the Department of Forestry can use to communicate the benefits of the Urban and Community Forestry programs and engage program participants.
• Represent the Department of Forestry at a wide-range of events including presentations, meetings, and media events to convey the Urban and Community Forestry Program’s mission to a diverse audience.
• Conduct research on potential program opportunities and relationships.

Minimum Qualifications
• Passion for the Department of Forestry’s mission of protecting and developing healthy, sustainable forest resources for Virginians.
• 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.
• Demonstrated skills in developing and managing budgets and grants.
• Knowledge of arboriculture and urban and community forestry resource management.
• Excellent written and oral communication skills.
• Positive outlook and attitude.
• Self-starter who can work independently and as a member of a team.
• Willingness and ability to travel.
• B. S. in Forestry or related natural resource discipline.
Preferred Qualifications

M. S. or MBA preferred. ISA certified arborist certification is also preferred.

Special Requirements

Ability to negotiate different types of forested terrain.

Special Instructions to Applicants

Only online applications submitted by the closing date will be accepted.

Contact Information

Name: Amanda Martens
Phone: [Number]
Fax: [Number]
Email: amanda.martens@dof.virginia.gov
Address: [Address]

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);
   - Yes
   - No
   - Not Applicable

2. * Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
   - Yes
   - No
   - Not Applicable

3. * How did you find this employment opportunity?
   - State Recruitment Management System (RMS)
   - Agency Website or Bulletin Board
   - Job Board (Indeed, Monster, Dice, etc.)
   - Social Media (Twitter, Facebook, LinkedIn, etc.)
   - Newspaper or Professional Journal (Please specify below)
   - Career Fair or Job Event (Please specify below)
   - VEC (Virginia Employment Commission)
   - Radio/TV (Please specify below)
   - Other (Please specify below)

4. * Please specify the actual source from your response to question #3 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.
   (Open Ended Question)

Applicant Documents

Required Documents
None

Optional Documents

1. Resume
2. Cover Letter
3. Transcript
4. Other Document