



SAVANNAH TREE

— FOUNDATION —

Our Trees - Our Future



EXECUTIVE DIRECTOR

Position Announcement

Savannah Tree Foundation (STF) seeks a strategic, creative, and mission-driven Executive Director to lead the organization in its efforts to protect and grow Chatham County's urban forest.

Who We Are

Founded in 1982, Savannah Tree Foundation (STF) is the oldest urban and community forestry organization in the State of Georgia. We are committed to protecting and growing the tree canopy in Savannah and Chatham County. We do this through our programs focused on PLANTING, PROTECTING, and ENGAGING the community.

STF works with local government, community partners, and Chatham County citizens to grow the tree canopy for a healthier, safer, economically-strong, and environmentally-sound community. STF has recently launched several new programs, including a community tree nursery and a full-time arboriculture apprenticeship.

Governed by a Board of Directors, the work of the Savannah Tree Foundation is currently carried out by the Executive Director, Program Manager, Operations Manager, Office Administrator, three full-time apprentices, and a dedicated team of volunteers. STF is funded by supporters' donations and grant funds.

MISSION

Savannah Tree Foundation protects and grows Chatham County's urban forest through tree planting, community engagement, and advocacy.

VISION

To inspire and educate our community to create and sustain a healthy urban forest today, tomorrow, and forever.



The Opportunity

Savannah Tree Foundation has grown rapidly in the past five years, transitioning from a two-person nonprofit with two core programs to a seven-person nonprofit with five core programs. The organization is well-positioned to continue on this trajectory and increase its impact on the Savannah area. The Board of Directors has recently adopted a five-year strategic plan, which coincides with the four-year, \$1 million grant the organization won in 2024 from the Georgia Forestry Commission.

This role offers the chance to guide a respected and innovative organization with a proven history of social and environmental impact. As Executive Director, you will play a pivotal role in fostering strong stakeholder relationships and promoting environmental stewardship in a rapidly growing region. You will lead a network of dedicated staff, supporters, volunteers, and partners who are committed to making Chatham County a vibrant and verdant community.



Position Summary

Under the direction of the Board of Directors, the Executive Director executes the long-term strategy and vision of Savannah Tree Foundation. The Executive Director has the responsibility to identify and pursue funding, maintain positive working relationships with municipal and community partners, as well as manage programs and day-to-day operations. The Executive Director seeks to increase community support and organizational capacity for the organization's tree planting and stewardship, advocacy outreach, and education programs and ensure the organization's long-term viability and effectiveness.

Key Responsibilities

Community Relations

- Advocate for trees and the urban forest throughout the community and in particular with government, special projects, and community organizations
- Foster strong working relationships with elected officials, partner agencies, government representatives, and industry partners
- Serve as a liaison with the community, other organizations, and the general public
- Serve as a spokesperson at public events
- Coordinate STF's social media and online presence with staff and/or contractor

Fund Development

- Develop and implement fundraising techniques seeking financial commitments and contributions from individuals, businesses, foundations, and corporations
- Identify and recruit earned income opportunities through STF providing project management and field services
- Identify, apply for, and manage grant funding opportunities

Leadership

- Collaborate with the Board for ongoing development of the organization's vision and strategic plan with short- and long-term goals
- Take a leadership role in local and regional efforts that affect the urban forest

Staff Supervision

- Ensure appropriate staff levels to carry out Savannah Tree Foundation programs
- Recruit and train highly qualified staff members and contractors
- Provide staff with constructive feedback on an ongoing basis and ensure achievement in line with organizational goals
- Hire and terminate staff as needed

Program Management

- Oversee the development, coordination, implementation, evaluation, and ongoing improvement of all programs, including tree planting, tree maintenance, educational outreach, research, and advocacy
- Work with staff to maintain accurate records on program activities and participants to meet grant requirements and ensure ongoing organizational effectiveness
- Envision and develop new programs in collaboration with staff and the Board

Fiscal & Financial Management

- Work with the Board to develop an annual budget
- Collaborate with the Board to secure adequate funding for Savannah Tree Foundation programs
- Manage staff and CPA to ensure that accounting, billing, and payments are conducted in a timely and accurate manner
- Monitor monthly budget and cash flow
- Ensure compliance with all current federal, state, grantor, insurance, and human resource requirements and record keeping

Board Relations

- Provide open, clear, and effective communication to maintain a strong collaborative relationship with the Board
- Participate in Board meetings and appropriate committee meetings
- Prepare Board meeting agendas in collaboration with the Board president and assist in the general administration of Board business
- Provide timely, accurate and complete reports to keep the Board updated on the achievements, needs, and challenges of the organization
- Prepare an annual report on the general operation, program and financial affairs of Savannah Tree Foundation

Core Qualifications

- Bachelor's degree in related field; or equivalent skills and experience
- 5 or more years of relevant professional experience
- Commitment to trees and the environment
- Experience managing and supervising staff
- Strong interpersonal, written, and verbal communication skills
- Experience setting and managing a budget of \$500k+
- Communications experience including social media, press, and newsletters
- Experience with fundraising
- Self-starter with an entrepreneurial spirit
- Ability to work collaboratively with people of different backgrounds
- Possession of a valid driver's license
- Ability to work outdoors, stand for long periods of time, and to safely lift and move more than 50 lbs on a daily basis
- Knowledge of basic computer software including Microsoft Office and Google Suite

Desired Qualifications

- Master's degree in related field, or equivalent skills and experience
- Experience in a non-profit setting
- Experience successfully writing and managing grant
- Experience with community outreach, volunteers, and partnerships
- Flexibility and willingness to work evenings and weekends as needed
- Knowledge of urban forestry, arboriculture, or horticulture
- Experience with CRM softwares, Quickbooks, Adobe products, and basic website management



This is not intended as an exhaustive list of all duties and skills required, and may be modified as the needs of the position change.



Details

Salary Range

\$75,000- \$85,000

Location

Savannah, Georgia

Position Type

Full-time, in-person

This is a full-time, exempt position. Salary will be based on qualifications and experience. The position requires working on the occasional nights and weekends, especially during planting season (November to March).

STF will provide health insurance within 30 days of hire and will pay 80% of the individual premium.

STF employees accrue 12 paid time off days annually during their first year. The organization also honors 13 paid holidays annually in addition to a week-long office closure in December.

After a year of employment, employees are eligible for 6 weeks paid parental or medical leave.

How to Apply

Email

search@savannahtree.org

Learn More

savannahtree.org

Applications Due

January 31, 2025

Qualified applicants should email a resume and cover letter to search@savannahtree.org, subject line "STF Executive Director: {Last Name}." Applications will be reviewed on a rolling basis and this position will be open until filled.

Savannah Tree Foundation does not discriminate in employment opportunities or practices, or the terms and conditions of employment, on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation.

A background check and references will be required.

