



**TREES
KNOXVILLE**
Planting trees. Growing community.

**Executive Director Position Announcement
Application Period Open Now through
December 8, 2023**





About Trees Knoxville

Trees Knoxville is a 501(c)(3) non-profit organization operating in the greater Knoxville Tennessee area. The mission of Trees Knoxville is to preserve and increase the urban tree canopy on the private and public land of Knoxville and Knox County with the goal to grow a vibrant healthy urban forest community. More information on Trees Knoxville can be found at www.treesknoxville.org

Knoxville is the third-largest city in Tennessee, located at the foothills of the Smoky Mountains. With a population of 192,000, it offers small town charm with the amenities you expect to find in a big city. Knoxville's downtown and Old City areas feature shopping, restaurants, a movie cinema, independent bookstore, parks, and nighttime entertainment. [Learn more about Knoxville.](#)

The region is home to numerous lakes, rivers, parks, and greenways. [Knoxville Urban Wilderness](#), a recreational, cultural, and historic preservation initiative, boasts 1,000 forested acres plus lake and river access. The [Great Smoky Mountains National Park](#), the most biodiverse park in the United States' National Park system, is just a 45-minute drive from Knoxville and encompasses over 800 square miles of the Southern Appalachian Mountains.





Executive Director Recruitment

Trees Knoxville is recruiting for its first Executive Director to begin work in 2024. This new full-time professional position will help lead the organization during a new period of growth.

Logistics, Contract and Compensation

- The Executive Director will be an organization employee reporting to the Board under an employment agreement. This is not an Independent Contractor position.
- This is a remote work position; however, the Executive Director will be expected to maintain a home office in the greater Knoxville area. Reimbursement of office expenses may be negotiated.
- The Executive Director will be supervised by the Board of Directors and will exercise supervision over contractors, volunteers, and any additional employees that the organization may subsequently hire.
- The anticipated Salary Range is \$55,000 to \$70,000 depending on experience.
- A limited Benefits Package is available depending on the needs of the successful applicant. Items to be negotiated with the Board of Directors, include a health insurance stipend, 401k/IRA, vacation/personal leave, travel reimbursement, office costs, etc.

The anticipated hiring timeline is as follows, but may be subject to adjustment:

December 8, 2023	Recruitment closes at 11:59 pm
January 8-12, 2024	Tentative interview dates
January 17, 2024	Board selection is made
March 1, 2024	Successful candidate begins work (negotiable)



Position Requirements

Trees Knoxville is seeking an Executive Director who is a highly motivated team builder and leader with a vision for expanding the reach and impact of our organization, expanding our tree canopy, and advancing our mission throughout the Knoxville area.

The ideal candidate for this position will have this background:

- At least three (3) years of progressively responsible experience as a leader in public, private, or non-profit agencies, companies, or organizations; and,
- Experience in or knowledge of urban forestry or natural resources; and,
- Demonstrated performance history as a volunteer leader or staff management position within a non-profit organization, and,
- A BS or BA degree in a related field.

The successful candidate will have these attributes:

- A vision for building transparent, collaborative partnerships and professional relationships with individuals and organizations throughout the region; and,
- The ability to clearly communicate, both verbally and in writing, with the board, volunteers, city officials, the media, and partner organizations; and,
- The experience leading people and programs in a virtual or dispersed work environment; and,
- The ability to be self-directed and self-motivated to accomplish program outcomes; and,
- A passionate interest in urban forestry, civic engagement, and sustainability; and,
- A commitment to inclusivity, excellence, and innovation; and,
- Excellent program and event management skills with the ability to engage and motivate volunteers and partners; and,
- Proven organizational skills including planning, delegating, program development, and task facilitation; and,
- Desire, drive, and a vision for improving program quality, expanding urban tree canopy, and advancing the mission of the organization.



Key Areas of Responsibility

These are the key responsibilities for the Trees Knoxville Executive Director:

Leadership & Communication: Under the direction of the Board of Directors, the Executive Director leads the daily operation of the organization. The Executive Director expands the reach of the Trees Knoxville mission through consensus and teambuilding, community outreach, and fostering strong relationships with staff, board, volunteers, and partner organizations. The Executive Director serves as the face of the organization in the community, with city leaders, the media, and the public.

Board Support: The Executive Director establishes and maintains a productive relationship with the Trees Knoxville Board of Directors through open and honest communication, and by supplying the information, tools, and resources necessary for the effective governance of the organization. The Executive Director also engages in strategic planning and visioning, and actively participates in board development, including the ongoing training, recruitment, and orientation of board members.

Grants, Fundraising, and Financial Management: In partnership with the Board of Directors, the Executive Director manages grant projects and seeks to creatively grow revenue streams to expand the reach of the organization mission and to insure the long-term financial strength of the organization. The Executive Director also ensures sound fiscal practices, record keeping, fundraising, grants management, and reporting mechanisms are established and executed; and oversees the financial health of the organization.

Program and Event Management: The Executive Director plans, manages, and evaluates all aspects of the organization's programs and events, including Tree planting, Tree giveaways, Canopies for Campuses, and education and outreach activities.

Volunteer and Staff Supervision: The Executive Director supervises staff and contract positions as authorized by the Board, and maintains a robust volunteer program including volunteer recruitment, training, and retention.

Partnerships and Community Engagement: The Executive Director maintains positive working relationships with partner organizations and stakeholders and initiates new partnerships with under-served or under-canopied groups and communities.



Application Process

Trees Knoxville has retained the services of Insightful Nature, LLC to assist with the Executive Director recruitment process. To apply for the Trees Knoxville Executive Director position, submit the following items via email to Dr. Paul Ries with Insightful Nature, LLC (paul@insightfulnaturellc.com):

- ✓ Cover letter
- ✓ Resume/C-V
- ✓ Candidate statement not to exceed one page (12 pt font, single spaced) describing how the work of Trees Knoxville aligns with candidate's personal and professional goals, and candidate's vision for leading the organization forward in the coming years.
- ✓ Names and contact information for three (3) professional references

Application Deadline: Prior to 11:59 pm, December 8, 2023.

