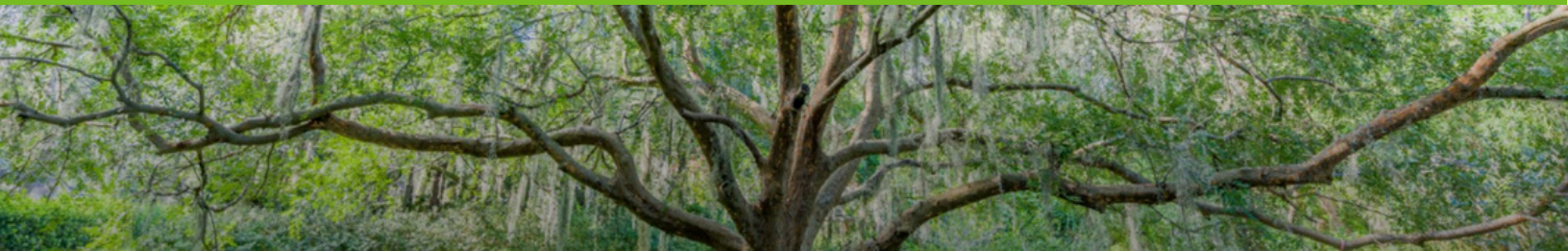


Career Opportunity

Executive Director

Greenscape of Jacksonville

Jacksonville, Florida



At Greenscape of Jacksonville, we believe in the power of trees to transform communities, improve health, and create lasting environmental change. As a respected nonprofit with deep roots in the Jacksonville area, we are proud of our fifty-year legacy in tree planting and environmental advocacy. Our mission continues to grow, and we are now looking for a visionary Executive Director to guide our organization into its next chapter. If you are a leader with a deep commitment to sustainability and community engagement, this could be the perfect opportunity to make a meaningful impact.

Mission

To plant, protect, and promote trees

Vision

A thriving tree canopy that benefits residents, promotes resiliency, and sustains a growing urban forest.



GREENSCAPE

Clarity
Strategy. Talent. Culture.



The Role of the Executive Director

Strategy

- Coordinates with the Board of Directors to set strategy and keep the organization mission focused in alignment with strategic priorities and capacity.
- Evaluates and builds the organization structure and team to best advance the mission.
- Maintains awareness of social, political, economic, and environmental trends that influence Greenscape and coordinates responses, as needed, with the Board.
- Advocates for sustainable urban tree planting practices.

Communications & Sustaining Relationships

- Acts as the primary spokesperson and representative of Greenscape to raise awareness of our impact and advocate for Greenscape.
- Actively collaborates and acts as a liaison to community organizations, appointed and elected officials, funders, donors, and others to advance our mission.
- Seeks consistent and positive engagement and builds the capacity for active and sustained volunteer involvement.
- Coordinates marketing and outreach plans and activities.

Funding

- Has responsibility for overall revenue development and acts as the primary fundraiser for the organization in coordination with the Board.
- Cultivates and stewards current and potential funders, donors, and sponsors with support of the Board.
- Finds, applies for, and completes grant requests, and reports on progress.
- Evaluates and directs fundraising events in coordination with volunteer supporters.

Operations

- Develops and manages annual budgets, internal and external reporting, including overseeing annual audit.
- Responsible for the day-to-day operation of Greenscape.
- Builds and leads the Greenscape team of staff and contractors, working with the Board to develop sustainable HR policies.
- Creates annual business plans to achieve objectives set in coordination with the Board.

Program Management

- Sets programming priorities, evaluates programs, and oversees their delivery with volunteers and partner organizations.
- Serves as the leader, or delegates leadership for tree plantings, tree prunings / waterings, and other regular external Greenscape events.

What Greenscape is Seeking in Our Next Executive Director

As the staff leader of a small and dynamic organization, the Executive Director needs a broad range of nonprofit management competencies.

- Strong interpersonal and communications skills, both oral and written, to be appropriately transparent and productive with staff, the Board, volunteers, partners, and the press, and with the ability to speak before large groups.
- A deep, working knowledge of fund development efforts including cultivation and stewardship of donors, funders, and sponsors.
- A deep, working understanding of nonprofit financial management.
- Effective problem solving and decision-making skills with ability to be flexible and adaptable.
- A passion for trees and sustainability that inspires others and aligns with our mission.
- A solid understanding of the roles and responsibilities of a nonprofit board versus the roles and responsibilities of staff.
- A good portion of our work is conducted outdoors so our next Executive Director must be comfortable outdoors in all Florida weather, walking on unpaved and uneven surfaces, and able to carry up to 40 pounds.
- Comfortable driving a small truck or similar.

Education and Experience

- 3+ years' experience managing an annual budget of \$300,000 or more.
- 3+ years' in fund development, preferably in a leadership role.
- Experience with grant management and reporting is preferred.
- 3+ years' experience supervising at least two staff members.
- Previous environmental experience and an understanding of urban forestry preferred.
- Bachelor's degree preferred.



Compensation and Benefits

Salary

\$80,000-\$85,000

Commensurate with experience.

Benefits

- 120 hours PTO, eligibility begins at 6 months
- 9 paid holidays
- Comp time available for Saturday hours worked

Employment Status: full-time, exempt under the Fair Labor Standards Act



To Apply

To apply, please email your **cover letter and resume** to Julia@GainClarity.net.

Applications will be accepted through June 30, 2025. We will reply to all applicants.

For more information about Greenscape, please visit www.greenscapeofjax.org. Inquiries can also be directed to Julia@GainClarity.net.

Equal Opportunity Employer

Greenscape of Jacksonville is an equal opportunity employer and do not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, or military status.