

JOB DESCRIPTION – Trenton Area Program Manager

Department: Land / Urban Action

Reports to: Senior Fellow for Conservation Justice

Classification: Full Time - Exempt

Supervisory Responsibilities: None

Salary Range: \$50,000 - \$60,000

Job Summary

In cooperation with other staff, the Trenton Area Program Manager supports the Senior Fellow and other staff to develop and implement NJ Conservation Foundation's (NJCF's) urban action work, which prioritizes land preservation, green infrastructure investments and community engagement in Trenton and other New Jersey cities as required and directed.

Key Responsibilities

- Support green investments in the City of Trenton by:
 - Creating a community culture dedicated to mitigating the effects of climate change and advocating for green investments in neighborhoods that provide cool, clean, safe spaces for residents
 - Coordinating the expansion of the Trees for Trenton partnership initiative, planting additional shade trees along city streets, and in parks and other public spaces, with support from the NJDEP Natural Climate Solutions Program, various grant sources and private donors.
 - Enhancing the profile of NJ Conservation Foundation's work and initiatives to engage the community and create a conservation justice movement through social media and other emerging strategies and tools.
 - Facilitating the establishment of Micro Forests and Pollinator Meadows in Trenton and support similar efforts in other cities, as prescribed in NJCF's Strategic Plan.
 - Advocating for Federal, State and County green investments in Trenton, including but not limited to the Old Wharf; Capital Park; Capital City Farm, Assunpink Greenway, D&R Canal State Park and Circuit Trails implementation.
- Develop and lead programs and initiatives that engage communities in nature, urban agriculture, the outdoors and the work of NJ Conservation Foundation.
- Support effective advocacy, communications, campaigns and strategies to advance urban action goals in Trenton and other cities as needed.
- Help build and support coalitions with partner organizations to build broader support for urban greening across the state.
- Prepare reports and other supporting materials for NJCF board reports, committees and NJCF publications.
- Assist Development staff in preparing grant proposals and reports.
- Communicate NJCF policy positions to target audiences, including elected officials, administrative agencies, media, and partner organizations in a credible, reasonable voice.
- Initiate and complete land transactions in Trenton and adjacent communities.

- Utilize NJ Conservation Blueprint, Tree Equity Score mapping and other planning tools to support work in Trenton.
- Coordinate with other nonprofit partners, funders and government agencies on policies, transactions and funding strategies.
- Support the board's Land Acquisition, Stewardship & Urban Action Committee as required.
- Provide up to date financial information to the Finance Department on all transactions.

Qualifications

- Bachelor's degree in conservation, land use planning or related field.
- Minimum 3 years of experience in urban planning, green infrastructure or related field.
- Experience with project management.
- Knowledge of and experience with conservation and/or green infrastructure strategies.
- Interest in learning land preservation methodologies, tools and techniques.
- Commitment to the mission of the NJ Conservation Foundation.

Skills/Abilities

- Excellent communication skills.
- Ability to work well with a staff team, volunteers, partners, funders, public agencies and landowners.
- Competence working with diverse organizations and individuals from a variety of backgrounds.
- Ability to respond quickly and adapt to change.
- Knowledge of New Jersey public policy arena, ideally including land protection programs and urban greening programs.
- Experience with research, analysis, and preparation of reports.
- Experience with iTree, Tree Equity Score and other GIS based systems.

Education and Experience

- Bachelor's degree in Natural Resource Management, Horticulture, Planning, Environmental Science, Public Policy or related field.
- Minimum 3 years' work experience in a related field.

Work Environment

- Hybrid as directed by management
- Office Assignment – The Social Profit Center at Mill One, Hamilton, NJ
- Frequent Outdoor environment

Physical Requirements

- Occasional outdoor work planting trees, meadows, gardens
- Occasional outdoor work leading walks and talks to engage communities
- Prolonged periods working at a desk and working on a computer
- Frequently sits for long periods
- Communicates, reads, writes, uses a computer, keyboard and phone

- Occasional standing, walking, lifting, stooping, bending
- Occasional evening and weekend work
- Light travel

Other Responsibilities

- Support New Jersey Conservation Foundation's broader land conservation, stewardship, development, engagement and communications work as needed.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPLY

Interested candidates should submit a cover letter and resume via this link:

<https://njconservation.bamboohr.com/careers/30>

EEO Statement

New Jersey Conservation Foundation is an equal opportunity employer committed to having a diverse staff, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law