



TREE FUND
Cultivating Innovation

Operations and Governance Assistant

Position Description: January 2023

REPORTS TO: President and Chief Executive Officer (Note: The President/CEO position is currently open, and TREE Fund's next leader will be hired on a similar time-line to this position).

POSITION TYPE: Part Time, Non-exempt Employee; typically 25 hours per week.

ORGANIZATION SUMMARY: Tree Research and Education Endowment Fund ("TREE Fund") is a 501(c)3 nonprofit organization established in 2002 for the benefit of urban and community forests, and the professionals who care for them, on a global basis. TREE Fund was founded by and is closely aligned with the International Society for Arboriculture (ISA) and the Tree Care Industry Association (TCIA). TREE Fund is governed by a 15-member national Board of Trustees. Its mission is to support scientific discovery and dissemination of new knowledge in the fields of arboriculture and urban forestry. TREE Fund's mission-based goals and objectives are met primarily through its fundraising for and administration of competitive grant programs for research, education, and scholarships to advance the fields of arboriculture and urban forestry. In addition, TREE Fund works to build and sustain an endowment that will support long-term research projects in a stable and perpetual fashion; the endowment is professionally managed by Chicago Community Trust (CCT). TREE Fund's legal home is in Naperville, Illinois, but the organization currently operates virtually, employing four staff professionals located in Illinois and Iowa. The organization is also supported by independent contractors and volunteers. TREE Fund's principal community engagement and fundraising event is an annual 400+ mile, five-day cycling event called the Tour des Trees, which is staged in a different market around the country each year. See treefund.org for more information about the organization.

ABOUT THIS POSITION: The Operations and Governance Assistant is a new part-time position established following an internal reorganization. This important role is intended to provide professional support of and coordination for TREE Fund's Board of Trustees, President/CEO, staff members, partners, contractors, agents and volunteers.

MAJOR DUTIES AND RESPONSIBILITIES: The Operations and Governance Assistant will work regularly with TREE Fund's various constituencies, working to ensure that routine operations and administrative functions are fulfilled in a timely fashion and in compliance with all applicable office policies, legal requirements, and nonprofit best business practices. Additionally, the Operations and Governance Assistant will work closely with the Board of Trustees in a *de facto* Board Secretary role, ensuring that the Trustees are able to focus fully on their crucial governance function with consistent and conscientious administrative support. Specific areas of responsibility will include:

Office Operations:

- Facilitate bill payments (e.g. process, code and enter invoices for payment, distribute credit card statements to staff to confirm balances and submit receipts, support timely and accurate data entry by third-party accounting firm, etc.).
- Support annual audit preparation.
- Prepare and submit annual state charitable solicitation renewals.
- Process donation deposits and allocate to proper accounts.
- Maintain password directory for TREE Fund accounts.
- Serve as administrator for organizational electronic systems, including phones, working closely with third-party technical support provider.
- Monitor and respond to TREE Fund website and e-mail inquiries.
- Pick up mail at Naperville location and process or distribute as necessary.

Governance Support:

- Schedule Board, standing committee, and *ad hoc* committee meetings, ensuring required videoconferencing system invitations are distributed in a timely and accurate fashion.
- Assist Board and Committee Chairs by preparing meeting agendas, creating and distributing meeting materials, taking notes, and preparing and distributing minutes.
- Arrange logistics for at least two annual in-person Board and Committee meetings, e.g. hotel and meeting room reservations, meal arrangements, etc.
- Maintain Trustee and committee contact lists.
- Distribute Trustee orientation materials for new members.
- Maintain policy and procedure files.

Support for President/CEO and Other Staff:

- Maintain central office calendar and assist with scheduling, as necessary.
- Schedule weekly staff meetings, create agendas and prepare staff task lists.
- Assist with record keeping and reporting, to include maintaining organized online file storage systems for all staff.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- A full embrace of TREE Fund's mission and a willingness to serve faithfully on its behalf.
- At least three years of experience in office administration, and at least one year experience working in a decentralized/remote office arrangement.
- Strong working knowledge of and facility with common Microsoft Office suite systems (e.g. Word, Excel, Powerpoint, etc.) and an ability to document meetings in a quick, accurate and timely fashion.
- Associate's Degree in a relevant field.

PREFERRED QUALIFICATIONS:

- Nonprofit organizational experience, especially related to working with volunteer Boards.
- Bachelor's Degree in a field related to TREE Fund's mission.
- Familiarity with key players and organizations in the green industries.

OFFICE, COMPENSATION AND WORK EXPECTATIONS:

- TREE Fund celebrates personal and professional diversity and considers applicants for all positions. All qualified applicants for employment will be considered without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, marital status, domestic partner status, sexual orientation, military or veteran status, or any other basis protected by Federal, state or local laws.
- This position will require at least weekly physical access to TREE Fund's address of record in Naperville, Illinois to pick up and process mail; more frequent visits to the postal pick-up point may be required during certain busy seasons of the year.

- This position will be compensated on an hourly basis, and the Operations and Governance Assistant will have significant flexibility in scheduling his or her hours, though regularly scheduled committee member hours must be met on a consistent and regular basis.
- Compensation will be based on applicant experience, within ranges defined by local market norms for comparatively sized 501(c)3 organizations and other team members' compensation;
- TREE Fund is currently a virtual organization with employees located in Illinois and Iowa. The new President/CEO, when hired, will be empowered to evaluate the current situation and make recommendation(s) to the Board after one year of service as to whether TREE Fund should remain a virtual organization under its current model, re-establish a physical location, or employ some hybrid model.
- The Operations and Governance Assistant will spend the vast majority of his or her time working from a remote office location of his or her choosing. Travel will typically be required three to five times per year, for in-person Board meetings, major community engagement events, or industry trade shows. Travel will be scheduled far enough in advance to not adversely or abruptly impede family or personal time. TREE Fund does not provide a personal vehicle for its employees.