



Tree Research and Education Endowment Fund Operations and Governance Coordinator

Position description updated October 2023

REPORTS TO: President and Chief Executive Officer

POSITION TYPE: Full Time, Exempt Employee

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 currently located in Illinois, Iowa, and Ohio. 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 www.treefund.org for more information about the organization.

ABOUT THIS POSITION: The Operations and Governance Coordinator is a new 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. As a member of a small team, the Coordinator will have the opportunity to learn multiple nonprofit functions and contribute meaningfully to the mission of TREE Fund.

MAJOR DUTIES AND RESPONSIBILITIES: The Operations and Governance Coordinator 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 Coordinator 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. Areas of responsibility include:

Office Operations

- o 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.).
- o Maintain policy and procedure files.
- o Support annual audit preparation.
- o Prepare and submit annual state charitable solicitation renewals.
- o Process donation deposits and allocate to proper accounts.

- o Serve as administrator for organizational electronic systems, including phones, working closely with third-party technical support provider.
- o Monitor and respond to TREE Fund phone, website, and e-mail inquiries.
- o Process and/or distribute mail as necessary.

Governance Support

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

Support for President/CEO and Other Staff

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

MINIMUM QUALIFICATIONS

- o A full embrace of TREE Fund's mission and a willingness to serve faithfully on its behalf.
- o At least two years of experience in office administration, and at least one year experience working in a decentralized/remote office arrangement.
- o 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.
- o Associate's Degree in a relevant field.

PREFERRED QUALIFICATIONS

- o Nonprofit organizational experience, especially related to working with volunteer boards.
- o Bachelor's degree in nonprofit management or in a field related to TREE Fund's mission.
- o Familiarity with key players and organizations in arboriculture, urban forestry, or other green industries.

OFFICE, COMPENSATION, AND WORK EXPECTATIONS

- o Annual compensation for this position is \$50,000.
- o The Operations and Governance Coordinator will have some flexibility in scheduling their hours, noting that regularly scheduled committee meetings must be staffed on a consistent and regular basis.
- o TREE Fund is currently a virtual organization with employees located in Illinois, Iowa, and Ohio. The new President/CEO is located in Cleveland, Ohio, and has been asked to evaluate the current situation and make recommendation(s) to the Board after one year of service (July 2024) as to whether TREE Fund should remain a virtual organization under its current model, re-establish a physical location, or employ some hybrid model.
- o The Operations and Governance Coordinator will spend most of their time working from a remote home office. 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.

TREE Fund celebrates human diversity. 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.