



Project Manager Job Description

Job Title: Project Manager
Employment Type: Full-time, Exempt
Location: Hybrid-remote
Reports To: Senior Program Manager
Salary Range: \$60,000 - \$75,000

About City Forest Credits

City Forest Credits (CFC) is a 501(c)(3) national nonprofit carbon registry that seeks to make American cities greener, healthier, and more equitable. We are engaged in the exciting and challenging work of registering trees in cities across the U.S. to produce urban forest carbon credits. We offer two important tools to contribute to local climate action and enrich our communities. We issue verified carbon offsets for urban forest projects, and we certify tree planting projects with reportable health, equity, and environmental impacts.

With rapid urbanization of the country, growth and development of our cities are causing tree loss every year. Public funding for urban forestry is falling far short as cities struggle with pressing human needs, and trees are inequitably distributed across neighborhoods. Since 2015, our work enables nonprofits and government entities that lead tree planting and preservation projects to earn and sell carbon credits in the voluntary carbon market, thus generating a new and much-needed revenue source to support the health and well-being of people and the environment.

The CFC values are:

- Innovation – we create new financing pathways
- Integrity – we are credible and trustworthy
- Connection – we unite communities, trees, and funding
- Science-based – we employ technical data from subject matter experts
- Ambition – we think boldly and act directly to drive change
- Team Values
 - Empowerment – we value each team members' agency
 - Trust – we trust team members to work cooperatively and diligently
 - Respect – we respect team members' strengths and contributions
 - Accountability – we hold ourselves to high standards of performance

For more information about us, please visit www.cityforestcredits.org.

Opportunity

CFC recently received a significant grant from the US Forest Service and is growing our team to include a new Project Manager to support urban forest carbon projects and other organization priorities. This position offers the potential to join a national organization that is leading pioneering work to address the challenge of how to fund the planting and preservation of our city forests.

The position title is Project Manager, and one significant part of the job will be to manage carbon projects. This entails helping local tree preservation and planting organizations evaluate carbon crediting and managing their projects to completion. The work requires some mastery of the technical details of carbon crediting and excellent communication and organizational skills. You will spend 3-5 months of initial training to learn this field, and all CFC team members are continuously learning and improving our work.

In addition to managing carbon projects, you will learn and contribute to other aspects of our work. To take just one example, we will be working with three grant partners to develop those partners into Carbon Connection Teams that can help local organizations incorporate carbon finance into their projects. You will contribute to that national work.

A typical day in this role may include troubleshooting local project lead questions, generating carbon quantification estimates, assembling content or credit information for potential buyers, and working with the CFC team to improve and streamline our crediting process. The position combines the application of personal skills working with project leads and CFC team members and also technical skills of assisting in the process of carbon crediting.

The CFC team is small but mighty with four people. Two additional team members have been selected for work on the federal grant and will be joining us in June. We have a hybrid-remote business, with two team members that live in Seattle, WA, and other team members in Massachusetts, Michigan, and Minnesota. If you do not live in the Seattle area, you must reside in a state that begins with the letter "M." The Seattle team members maintain the ability to meet in person whenever necessary.

Experience

- At least three years' experience assisting on project-level activities on multiple concurrent or complex projects in for-profit, non-profit, or government organizations
- GIS experience or training
- Background in urban forestry, carbon, land use or conservation, or ecosystem services strongly preferred, but not required
- Visual design, marketing, or communications – good bonus skill-set but not required
- Basic experience with Microsoft Excel and other Microsoft Office products including Outlook, Word, and PowerPoint
- Basic understanding of website management, using WordPress

Skills and Abilities

- Strong project management skills including the ability to prioritize and work efficiently and effectively
- Detail-oriented
- Can master technical info and communicate it clearly
- Cultural awareness and ability to work with clients from different backgrounds
- Self-directed and proactive with good problem-solving skills and the ability to execute tasks efficiently
- Willing to learn new things
- Good communicator in person and in written work

Responsibilities

- Carbon Projects (40%)
 - Assist team members in day-to-day management of carbon planting and preservation project portfolio of over 55 projects, including GIS mapping for eligibility and screening, providing guidance for local project leads from scoping to credit issuance
 - Assist team members in vetting and responding to inquiries about carbon projects from stakeholders
 - Prepare carbon quantification estimates using CFC tools and methods
 - Prepare training materials and conduct training sessions with local stakeholders
 - Perform final review of carbon credit documents and complete validation reports
 - Perform general research on carbon projects, carbon offsetting, urban forestry, and land conservation
 - Oversee tracking and evaluation of project monitoring reports from local project leads
- Carbon Connection Teams and Process Improvements (40%)
 - Work with the CFC grant team in development of Carbon Connection Teams with grant partners
 - Work with the CFC grant team on a comprehensive audit of CFC knowledge and work processes and development of communications for all aspects of CFC crediting work
- Work with Executive Director and Technical and Administrative Manager (10%)
 - Assist the Executive Director on implementing key parts of the Strategic Plan
 - Assist the Technical and Administrative Manager on a variety of items
- Communications (10%)
 - Edit CFC website with support from Project Manager and Administrative Manager, including create and update new project pages, and other general updates as needed
 - Manage email distribution list and email distribution
 - Assist in communications and media for CFC

Successful Candidates

- Will expand their expertise by working on innovative urban forest carbon programs in both urban forestry fields and land conservation
- Will deepen their knowledge through interactions with a dynamic, committed, and focused team of professionals
- Will be seen as a reliable and capable team member by peers and manager
- Will receive positive feedback from stakeholders regarding ability to collaborate and find practical solutions to challenges
- Will possess a “learner’s mind” - curious mindset and approach to learning

Milestones

- Colleague Training and Support Time: 30% with Program Manager, 40% with existing Project Manager, 20% with Technical and Administrative Manager, and 10% with Executive Director
- Within one month:
 - General CFC onboarding with Administrative Manager
 - Review Employee Handbook for basic understanding of concepts and policies
 - Meet with team to learn about upcoming organization deadlines and important projects over the next three months
 - Learn about the Carbon+ Credits Program and basic process for carbon crediting
 - Learn about the USFS Grant work and your role
- Within three months:
 - Shadow Project Manager or Program Manager on carbon projects to understand crediting process from start to finish
 - Meet Project Operators leading carbon projects
 - Learn carbon quantification methods for basic understanding of concepts
 - Gain competency with CFC’s website, and tracking system for CFC-related media and press
 - Create and update project pages on CFC website for carbon projects
 - Begin contributing to the USFS grant work
- Within six months:
 - Assist with management of carbon projects and support Project Operators
 - Complete carbon quantification for both planting and preservation projects
 - Oversee tracking and evaluation of project monitoring reports from local project leads
 - Participate in USFS grant work such as Knowledge audit, preparation of content for different aspects of CFC work, and assist with Carbon Connection Teams
- Within nine months to one year:
 - Manage carbon planting and preservation projects, with guidance from team
 - Complete all functions in job description

Additional Requirements for Final Candidates

- Background check
- Proof of COVID-19 vaccinations (reasonable accommodations will be considered)

Hours and Work Environment

CFC values work-life balance and prioritizes the health and well-being of our team. Work hours are Monday through Friday, 40 hours per week. CFC employs a hybrid work environment with occasional in-person team meetings in the Seattle area and flexible remote work schedules. This position may be entirely remote, however there is a preference for the candidate to be able to commute to the Seattle area for site visits and in-person meetings.

Compensation & Benefits

- Annual salary range is \$60,000 to \$75,000 USD (monthly pay frequency)
- Salary increases and/or promotions based on outstanding performance
- Competitive Paid Time Off (PTO), 11 holidays, sabbatical, and other leave allowances
- Employer contributions to each employee's SIMPLE IRA retirement plan / up to 3%
- Health, dental, and vision insurance plan / 90% employer-funded
- Commuter benefits reimbursement of up to \$100 per month
- Funds to support professional development and job training resources

How to Apply

Resumes accepted through June 7, 2024. Please email cover letter (not to exceed one page) and resume (not to exceed two pages) to hire@cityforestcredits.org. Reference the job title in the subject line. Successful candidates will be contacted via email for an initial interview. Applications will be reviewed until the position is filled.

Equal Opportunity

City Forest Credits is an equal opportunity employer. We value diversity, including the diversity of thought and experience. We are committed to building an open and inclusive culture for all employees. We consider all applicants without regard to education, race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, skills, level of experience, or any other characteristic protected by applicable federal, state, and local law. We strongly encourage candidates of all backgrounds to apply.