



JOB OPPORTUNITY: Greenwich Tree Conservancy Executive Director

Grow with GTC! Make a meaningful difference.

The Greenwich Tree Conservancy is looking for an Executive Director to assist the organization in fulfilling its mission of planting, preserving, and protecting our urban town forest and extensive tree canopy. The GTC has been growing steadily for the past 17 years and is well positioned within the community.

If you thrive on collaboration and are committed to an inclusive work environment of operational excellence, we would like to meet you. You will work alongside town administrators, professional arborists, landscape architects, and a broad range of committed volunteers at both the local and regional level. Additionally, you will have the opportunity to partner with other environmental organizations.

This role provides the opportunity for professional growth while making a positive environmental impact.

The candidate should have:

1. Strong communication and interpersonal skills
2. Ability to take initiative and solve problems
3. Motivation to develop new skills and capabilities
4. Previous non-profit leadership experience is preferred but not required

The Position:

This position is based out of our Cos Cob, CT office and able to support a flexible/hybrid work schedule. We seek an energetic, creative individual with outstanding personal skills. A responsible professional able to manage a wide variety of tasks.

The job will involve:

1. Working closely with GTC Board of Directors and the Town Tree Warden.
2. Coordinating and supervising GTC programs and fundraisers.
3. Representing the organization's mission at local and State hearings.
4. Compiling all reports including financial reports.
5. Overseeing part-time administrative assistant and bookkeeper.
6. Attending evening or weekend events, meetings and hearings as needed.

Compensation:

\$75-80,000+ commensurate with experience.

Flexible work schedule. Average 30 hours per week.

Contact: greenwichtreeconservancy@gmail.com

Please include cover letter

The Greenwich Tree Conservancy is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status, or any other legally protected status in accordance with applicable federal, state, and local laws.