



Title: Ecological Operations Director
Reports to: COO
Hours: 40 hours/week, flexible hours, occasional evening and weekend work required
Salary: Based on experience
Benefits: Medical, vision and life insurance provided plus 401k
Leave: 7 Paid holidays + weekdays between Christmas & New Years Day, & 120 hours PTO

**Diversity, Equity and Inclusion are important values of The Trail Foundation,
and we encourage diverse individuals to apply.**

The mission of The Trail Foundation is to protect, enhance and connect the Butler Trail at Lady Bird Lake *for the benefit of all*. The Ecological Operations Director is a key leadership position and will work closely with the Project Director, COO, CEO, Board, Ecological Restoration Committee and City of Austin representatives. The EOD is responsible for overseeing TTF's daily park and Trail operations as well as long term planning for future operational, maintenance and ecological needs for the park, and the continued development of park management protocols and staff.

Required Qualifications:

- Bachelor's Degree from a four-year university; Masters Degree or equivalent preferred.
- Minimum of 5 years experience operational and administrative experience with a minimum of 3 years in a hands-on supervisory/managerial capacity.
- Track record of leadership, staff management and exceptional interpersonal skills, fostering effective teamwork within diverse groups.
- Organizational, project management, time management and multi-tasking skills, with the ability to handle multiple priorities simultaneously.
- Excellent collaboration skills and understanding of the value of partnerships.
- Strong written, oral and presentation skills.
- Ability to communicate and work effectively across a wide range of professions and areas of expertise, from staff, donors, board members, city officials, and volunteers.
- Ability to work on a small non-profit team and step in to assist with various needs of the organization.
- Ability to focus on quick, pragmatic solutions and negotiate with multiple partners to realize those.
- ArcGIS familiarity.

Responsibilities:

Strategic Vision: Execute TTF's long term operational vision for the Park, encompassing horticulture, operations & maintenance, management strategy and ecological programming including extensive volunteer work. Communicate this vision to external communities to establish and promote TTF values.

Ecological Operations, Planning and Management: Oversee maintenance and operations protocols for TTF including all landscape and irrigation maintenance; establish related goals, priorities and management strategies. Work with horticulture and ecological partners and external resources to approve plans for long-term ecological management of the Trail and adjacent parkland. Manage the cultivation of, and changes to, the ecology of the space over time.



Ecological Restoration Committee: Serve as staff liaison to TTF Ecological Restoration Committee on evaluating, prioritizing and selecting restoration projects along the Trail, accurately preparing and presenting detailed plans and working drawings, and conducting preliminary studies of sites; making site visits.

Staff Management: Serve as a leader and manager to coordinate long and short range protocols and work plans to serve the growing department, including management of all ecological and maintenance staff; Oversee Conservation Staff (hiring, onboarding, task management, etc) in coordination with the COO.

Budget Management: Working closely with the COO and Controller, draft the annual park operation budget; monitor expenses throughout the year ensuring adherence to budget; recommend and implement adjustments to the quarterly forecast as necessary. Collaborate with development staff to track and apply for ecological restoration funding.

Event and Program Support: Work closely with TTF staff for load in and load out of special events, including the annual TTF gala in the fall.

Contract Management: Craft and/or review requests for proposals (RFPs), write specifications for contracts and work with Projects Director to assist in supervision of all contractors working on site.

Partner Coordination: Diplomatically collaborate with appropriate City entities; Attend weekly Austin Parks and Recreation Department (PARD) partnership meetings; Diplomatically collaborating with appropriate City entities to track and collaborate on maintenance activities within the Park. Keep TTF's leadership team and relevant external partners informed concerning work progress, including present and potential problems and suggestions for improved ways of addressing problems. Make regular personal observations and analyses of all facilities, plantings, programs, events and park activities and communicate any changes with partners.

Volunteer Management: Evaluate and select appropriate volunteer day projects in coordination with conservation staff.

Application process

- Application Deadline: EOD August 13, 2021
- Applications should be sent to hanna@thetrailfoundation.org
- Include a cover letter, resume, and 3 references
- Include your salary expectations in your cover letter