



## State Conservation Coordinator – Minnesota

**Region:** Minnesota

**Location:** Remote or home office within Minnesota, preferably near Grand Rapids, Duluth, or Bemidji.

**Posting Open Date:** May 24, 2021

**Posting Close Date:** July 19, 2021 (or until filled by an exceptional candidate)

### RUFFED GROUSE SOCIETY & AMERICAN WOODCOCK SOCIETY

We are seeking an outstanding individual to coordinate forest wildlife conservation efforts in Minnesota. The State Coordinator will pursue and implement grants, Shared Stewardship, and other opportunities to achieve forest wildlife habitat goals throughout Minnesota.

The Ruffed Grouse Society & American Woodcock Society (RGS & AWS) is a national, nonprofit group with a 60-year record of forest wildlife conservation.

#### Qualifications:

A degree in forestry or a closely related natural resource field, with 5+ years of experience in timber sale, habitat project, and/or grant administration.

- In-depth understanding of forest management and wildlife habitat including:
  - connections between forest management and wildlife needs
  - forest product markets
  - forest harvesting systems
  - silviculture/ecology
  - forest habitat improvement practices
  - environmental regulations
  - project bidding and contract administration
- Ability to coordinate multiple projects simultaneously.
- Excellent spoken and written communication skills.
- Well organized. Experience managing complex projects under deadlines.
- Willingness and ability to travel throughout the state.
- Ability to establish a remote work location or home office.
- A passion for forest and wildlife conservation.

#### Position Summary:

The State Conservation Project Coordinator will manage and maintain a state network that successfully implements grants and other projects to achieve forest conservation goals in Minnesota. Specifically, the State Conservation Project Coordinator will:



- Oversee day to day operations of various agreements with the US Forest Service.
- Coordinate the administration of grants, including but not limited to:
  - Lessard-Sams Outdoor Heritage Council grants
  - Conservation Partners Legacy Program grants
  - Legislative-Citizen Commission on Minnesota Resources grants
  - Great Lakes Restoration Fund grants
- Implement landscape initiatives, habitat restorations, and private lands management.
- Bid out project deliverables, draft project contracts, and administer work being completed.
- Secure appropriate project specific materials and resources.
- Appropriately track, update, and report project income, payments, and deliverables.
- Commit to local, on-the-ground involvement with people and communities, including assist Minnesota chapters with local chapter projects.
- Coordinate efforts of state, federal, county, and contractor staff to implement diverse project types.
- Communicate project details with communication staff to ensure impactful communications.
- Participate in state stakeholder groups to promote forest conservation.
- Advise policy staff of opportunities for RGS & AWS to engage on legislative issues in Minnesota.
- Communicate bottlenecks and obstacles to Forest Conservation Director.
- Participate in local fundraising efforts to increase conservation mission impact.
- Keep up to date on scientific research relevant to forest wildlife management.
- Make independent decisions based on analysis, experience, and judgment with minimal oversight.

### **Compensation:**

Competitive salary, health insurance, and retirement options. A vehicle (or vehicle stipend) to meet business travel needs. A purchasing card for business and travel expenses. Computer, printer, cell phone, office supplies. Training and support as needed to excel. Salary commensurate with experience.

### **To apply:**

Please email cover letter and resume combined in a single .pdf file by July 16, 2021 to [jons@ruffedgrousesociety.org](mailto:jons@ruffedgrousesociety.org) using "MN State Coordinator" as the email subject line.