



Forest Conservation Coordinator

Southern Appalachians- All Lands

Location: Remote or home office within 100 miles of Asheville, North Carolina

Employer: Ruffed Grouse Society & American Woodcock Society

Posting Open Date: June 1, 2023

Posting Close Date: July 15, 2023

Background and Primary Duties:

The Ruffed Grouse Society & American Woodcock Society (RGS & AWS) are a national, nonprofit organization with a 62-year record of forest wildlife conservation. We are seeking a dedicated conservationist to coordinate forest wildlife habitat efforts in the Southern Appalachians. The coordinator will be part of a Southern Appalachians team working under direction of the regional Forest Conservation Director, helping manage our regional program across the mountains of NC, SC, GA, TN, KY, and southwest VA.

Qualifications:

- A degree in forestry or a closely related natural resource field, with experience in forest management, timber sale, and project administration. A bachelor's degree with 5+ years of experience or a master's degree with 2+ years of experience is preferred.
- In-depth understanding of active forest management and wildlife habitat including connections between forest management and wildlife needs, project bidding and contract administration, forest product markets, forest harvesting systems, silviculture and ecology, forest habitat improvement practices, and environmental regulations.
- Ability to coordinate multiple projects simultaneously.
- Ability to think strategically and see projects to fruition.
- Excellent spoken and written communication skills.
- Willingness and ability to travel throughout the region.
- A passion for forest and wildlife conservation.
- Project and grant management skills, including tracking and reporting.
- Business development experience including grant writing and drafting funded agreements.

Position Summary:

The Forest Conservation Coordinator will help manage and maintain a regional network that implements forest habitat work through various partnerships. Specifically, the coordinator will:

- Help build capacity with the U.S. Forest Service for management on National Forests in the region.



- Oversee day-to-day implementation of RGS & AWS agreements through Shared Stewardship, Good Neighbor, and Challenge Cost Share programs.
- Pursue and administer state, federal, and foundation grants.
- Seek prospective bidders, draft contracts, and administer work to be completed.
- Track, update, and report project income, payments, match, and metrics or deliverables.
- Prepare and execute agreements and contracts and establish reporting schedules.
- Share project details to ensure impactful communications.
- Participate in public lands stakeholder collaboratives to promote forest management.
- Recognize opportunities for RGS & AWS to engage on legislative issues.
- Pursue opportunities to advance forest management with forest industry, agencies, consulting foresters, foundations, and private landowners.
- Communicate forest management bottlenecks and obstacles to Forest Conservation Director and strategize solutions.
- Participate in local fundraising to increase conservation mission impact.
- Keep up to date on research and policy relevant to forest and wildlife management.
- Make independent decisions based on analysis, experience, and judgment with minimal oversight.
- May supervise specialists, technicians, or interns and assist with staff support and project implementation on-the-ground.

Compensation:

Salary range of \$50,000 – \$70,000 commensurate with experience, plus benefits, health insurance, and retirement options. An RGS & AWS vehicle or a vehicle stipend will be provided for business travel. A purchasing card for business and travel expenses, computer, printer, cell phone, office supplies will be provided.

Application Instructions:

Please send a cover letter and resume to Nick Biemiller at nickb@ruffedgrousesociety.org by **July 15, 2023**. Use “Apps Coordinator” as the email subject line. If you have any questions, please contact Nick at 412-719-0625.