

Description:

**National Forest Foundation (NFF)** is pleased to offer a regular, full-time, exempt position. The position is located in northern New Mexico, with work focused on the Santa Fe National Forest.

**About the NFF:** The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across the 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

**Position Function:** The Northern New Mexico Coordinator reports to the New Mexico Program Manager and works closely with other NFF Southwest Team field staff and regional nonprofit partners to cooperatively plan, develop, and implement priority projects in Northern New Mexico, with a primary focus on the Santa Fe National Forest (SFNF). The coordinator will conduct community education and engagement, fundraising, and project management to assist in the restoration and reopening of trails and recreation sites impacted or closed from the Hermit's Peak Calf Canyon Fire in 2022, reforestation initiatives, invasive species survey and removal, as well as other watershed and forest health priorities across the Forest. This work requires close coordination with the U.S. Forest Service, community organizations and implementation partners to accomplish identified goals and activities.

**Position Duties and Responsibilities:** The Northern New Mexico Coordinator responsibilities include:

- Partnership Building and Community Engagement
- Build and develop close and mutually beneficial relationships among the U.S. Forest Service, the NFF, and northern New Mexico field partners to implement effective community-based conservation partnerships.
- Conduct ongoing communication with partners on the status of project planning, implementation, and project successes.
- Network with organizations, agencies, and others throughout New Mexico to advance recreation restoration activities
- Coordinate and manage restoration efforts, providing oversight of on-the-ground project implementation (e.g., working with trail crews, youth crews, coordinating between U.S. Forest Service and contractors, facilitating final inspection, etc.).
- Oversee projects through their full life cycle - project initiation, planning, managing schedules, tracking budgets, construction site management, quality assurance, and safety. Serve as the NFF's on-the-ground point of contact for daily project management needs.
- Coordinate with the SFNF and provide public outreach products, communication products, education products, and interactive opportunities to promote public engagement, education and support for restoration work on the HPCC Fire.
- Fundraising
- Work with NFF staff to solicit funds from government sources, foundations, corporations, and individuals to support all aspects of project preparation, implementation, and oversight.
- Prepare grant and funding reports and conduct donor stewardship activities.

- Work with NFF staff to communicate restoration project needs and the community benefits and accomplishments.
- Project Management
- Coordinate with the U.S. Forest Service and partners to implement scopes of work for large-scale recreation improvement and enhancement projects, including trail system, trailheads, campgrounds, and other infrastructure.
- Work with U.S. Forest Service staff to prepare project implementation plans and provide grants and contract agreements to complete on the ground restoration projects.
- Oversee contractors implementing projects in coordination with U.S. Forest Service staff to ensure successful project completion in a timely and financially responsible manner.
- Manage service agreements, invoices, and finances for all NFF related partnership projects on SFNF.
- Serve as a point of contact in the NFF for stewardship activities on and near the SFNF.
- Assist as necessary with NFF's program of work across Northern New Mexico and the Southwest, which may include the management of diverse, short-term projects

**Location:** The location for this position is northern New Mexico, preferably nearby the Santa Fe National Forest (Santa Fe, Pecos, Las Vegas, Los Alamos, Española). This position is a remote/work from home position and requires reliable internet access.

**Compensation:** The NFF offers competitive compensation commensurate with candidate skills, experience, and location. Total rewards at NFF, beyond salary, include generous paid time off, employer contributions to health savings accounts, matching funds for retirement, and more. NFF has recently (August 2022) implemented a new compensation program with grade levels as part of our commitment to transparency. The salary range for this position will be in the \$58,240 to \$78,624 range. Please note that the indicated salary range describes the full range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

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**To Apply:** Applicants must include both a cover letter and resume. Incomplete packages will not be considered. Position is open until May 15th. Please visit our careers site to apply online.

*The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search. For more information about the National Forest Foundation, visit the website at:*

[www.nationalforests.org](http://www.nationalforests.org)

Requirements:

**Education and Qualifications:** NFF expects the Northern New Mexico Coordinator to possess the following educational and experiential qualifications:

- Minimum of an undergraduate degree in natural resources, recreation management, environmental science, or related field.
- A minimum of three (3) years' experience with proven results in community outreach, partnership development and recreation restoration and/or management.
- A strong knowledge of and experience in U.S. Forest Service land management policies, procedures, and regulations.
- A strong understanding of recreation and natural resources issues.
- Strong communication, interpersonal, organizational, and administrative skills.
- Strong writing skills and public speaking experience.
- Commitment to the mission of the NFF and familiarity with the U.S. Forest Service purpose and National Forest lands management.
- An understanding of New Mexico natural resource issues and the cultural landscape.
- Strong communication, interpersonal, organizational, and administrative skills.
- Strong writing skills and public speaking experience.
- Must be authorized to work in the united states.

**Abilities and Skills:** NFF expects the Northern New Mexico Coordinator to possess:

- Ability to work independently, performing fieldwork, attending meetings, leading public engagement initiatives, and managing projects with minimal oversight.
- Ability to represent the NFF with diverse constituents in a clear and professional manner through excellent written and oral communication skills, and excellent interpersonal skills.
- Ability to collaboratively manage programs and evaluate their outcomes against quantifiable measures of success.
- Ability to effectively manage a variety of projects and tasks to successful completion.
- Ability to work well and be flexible in a team-oriented environment.
- Ability to work with a wide range of people with differing and sometimes conflicting opinions, and to always maintain neutrality.
- Ability to work well and be flexible in a team-oriented environment.
- Ability to represent the NFF in a clear and professional manner through excellent written and oral communication, and interpersonal skills.
- A strong attention to detail, with skill in working in a timely and well-organized fashion.
- A valid U.S. Driver's License.

Apply Here: <https://www.click2apply.net/dWmnm5TOZpVPEh7bRuapZa>

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