

**National Forest Foundation (NFF)** is pleased to offer a full-time, exempt, term (2-year) position that will build partnerships and connections to support the development and implementation of natural resource management projects and programs across the Pike-San Isabel National Forests in Colorado. This position is funded for two years with opportunity for extension.

**About the NFF:** The National Forest Foundation inspires all people to embrace and protect our awe-inspiring natural world. In cooperation with hundreds of partners, we lead natural solutions that restore the health of our people and planet.

**Position Function:** The Pike-San Isabel National Forest Project Coordinator reports directly to the Rocky Mountain Region Program Manager and works closely with other Colorado-based field staff and the U.S. Forest Service to cooperatively plan, develop, and implement priority projects on the Pike-San Isabel National Forest. The Project Coordinator's initial focus will be on coordinating and implementing projects within the Front Range Wildfire Crisis Strategy Landscape. Specific efforts may include facilitation and coordination of project partners and on-the-ground projects to improve forest health, mitigate hazardous fuels, protect critical watersheds, and improve wildlife habitat. 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 Pike-San Isabel National Forest Project Coordinator will:

- Coordinate with the U.S. Forest Service and partners to implement scopes of work for large-scale forest health, hazardous fuels, and watershed protection activities.
- Lead the advertisement, negotiation, and awarding of multiple contracts for services related to the on-the-ground implementation of projects including necessary wildlife, heritage, or other resource surveys.
- Work directly with contractors, consultants, nonprofit organizations, and agency partners to coordinate the on-the-ground implementation of projects effectively and efficiently.
- Oversee projects through their full life cycle - project initiation, planning, managing schedules, tracking budgets, contract administration, quality assurance, and safety. Serve as the NFF's on-the-ground point of contact for daily project management needs.

- Manage service agreements, invoices, and finances for relevant Pike-San Isabel National Forest projects.
- Work with the U.S. Forest Service to help develop, modify, manage, and track large-scale Stewardship Agreements, Participating Agreements, and Challenge Cost Share Agreements associated with projects.
- Work with NFF staff to solicit funds from government sources, foundations, corporations, and individuals to support all aspects of project preparation, implementation, and oversight.
- Manage budgets and reporting associated with grants from federal, state, and local government sources, as well as philanthropic support from corporations, foundations, and individuals. Prepare associated grant and funding reports.
- Work with NFF staff to communicate project needs and the community benefits and accomplishments.
- Conduct ongoing communication with partners on the status of project planning, implementation, and project successes.
- Maintain a breadth of knowledge about current trends, emerging issues, policy interventions, and innovations in the field of conservation programming to enhance the NFF strategic efficacy.
- Serve as a point of contact for the NFF conservation activities on and near the Pike-San Isabel National Forests.
- Work closely with the Rocky Mountain Region Program Manager to develop and expand the NFF's scope of work on the Pike-San Isabel National Forest.
- Assist as necessary with the NFF program of work in the Rocky Mountain Region, which may include the management of diverse, short-term projects.

**Location:** The location for this position is in a community near the Pike-San Isabel National Forest in Colorado, with a preference near Colorado Springs, CO. Applicants must be able to travel regularly throughout the Pike-San Isabel National Forest, with may in-person meetings being held in Colorado Springs. This position is a work-from-home position and requires reliable internet access and a dedicated workspace.

**Compensation:** The NFF offers competitive compensation and benefits and has recently implemented a new compensation program as part of our commitment to transparency. The salary range for this position will be in the c range. Please note that the indicated salary range describes the full range for an incumbent in this position. New staff generally start at the 35th percentile of the range percentile to ensure internal salary equity.

**To Apply:** Applications must include both a cover letter and resume. Incomplete packages will not be considered. Please apply by June 24th. 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)*

**Education and Qualifications:** NFF expects Pike-San Isabel National Forest Project Coordinator to possess the following educational and experiential qualifications:

- Minimum of an undergraduate degree, in forestry, natural resource management, conservation, or a related field (or equivalent experience).
- A minimum of three (3) years' experience in forest or fuels management, project planning, and/or coordinating project implementation.
- A strong knowledge of and experience in U.S. Forest Service land management policies, procedures, and regulations.
- A strong understanding of forestry 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.
- You must be authorized to work in the United States.

**Abilities and Skills:** NFF expects the Pike-San Isabel National Forest Project Coordinator to possess the following proven abilities and skills:

- Ability to work independently, performing fieldwork, attending meetings, 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.
- Must have valid U.S. driver's license and clean driving record.
- Ability and willingness to travel frequently to Pike-San Isabel offices and within the communities around the Pike-San Isabel National Forest, particularly during project implementation periods. Frequent, in-person attendance at meetings and field trips in and around the Pike-San Isabel National Forest is a requirement of this position.
- Excellent analytical skills with strong attention to detail.

**Apply Here:** <https://www.click2apply.net/KLMaGphana6yVFRLrIPmZP>

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