

**Position Description****Department:** Conservation Awards**Title:** Agreement Specialist

**National Forest Foundation (NFF)** is pleased to offer a regular, part-time position, working no more than 29 hours per week, to a candidate who will provide valuable expertise for the Conservation Awards program.

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

**Position Function:** The Agreement Specialist reports to the Director, Conservation Awards. This position works closely with NFF Conservation Awards and program staff to support the mission and strategic conservation goals of the NFF and its local, regional and national partners. General responsibilities include: implementation and coordination of procurement process for service agreements, acquisitions, and the implementation of contract management processes.

**Position Duties and Responsibilities:** The Agreement Specialist is responsible for the following:

**Procurement and Outgoing Grants/Contracts**

- Work with NFF project leads and contractors to develop, review, track, and execute service agreements, answering questions developing agreements in coordination with staff and contractors, and guiding each through the contracting process.
- Ensure compliance with NFF procurement policy for all procurement actions, including working with NFF project leads to develop and distribute Requests for Proposals, and review and filing of all procurement documentation.
- Finalize agreement documents and send for electronic signature.
- Maintain transmittal log of agreements, and file agreements and agreement-related documents on the virtual private network.
- Create and maintain contract database records, record of modifications, and reporting/completion status.
- Track agreement related invoicing.

**Education and Qualifications:** The Agreement Specialist should possess the following qualifications:

- Bachelor's degree in a related field or a minimum of four years' experience in grant compliance, contract management, procurement and acquisition, or related fields.

**Abilities and Skills:** The Agreement Specialist is expected to possess the following proven abilities and skills:

- A strong attention to detail and commitment to process.
- Highly organized approach to daily work.
- Ability to communicate in a clear and professional manner through excellent written and oral communication skills, as well as excellent interpersonal skills.
- Ability to effectively set priorities, while managing a variety of projects and tasks to successful completion.
- Excellent analytical skills.
- Excellent computer skills, with proficiency in common business desktop applications; experience working with databases preferred.
- Ability to effectively perform basic financial calculations.
- Ability to work well, and be flexible in a team-oriented environment.
- Commitment to the mission of the National Forest Foundation.

**Location:** The preferred location for this position is Missoula, Montana.

**Compensation:** The hourly rate for this position will be in the \$19.00 to \$22.00 range commensurate with experience.

**To Apply:** Please send a cover letter and resume in .pdf format **by July 31, 2020** to Sheree' Bombard at [sbombard@nationalforests.org](mailto:sbombard@nationalforests.org) with subject line: "Application for Agreement Specialist".

*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:  
<http://www.nationalforests.org>*