

Position Description: Tree Planting Associate

Department: Development/Communications
Title: Tree Planting Associate



Position Function: The Tree Planting Associate will report to the Director, Reforestation and Partnerships of the National Forest Foundation (NFF). The Associate will work with the NFF Development staff to support the execution of a campaign to plant 50 million trees on National Forests. The Associate will perform a key role in administering fundraising activities and supporting development opportunities. This position is located in Missoula, Montana.

Position Duties and Responsibilities: The Tree Planting Associate is responsible for the following:

Development

- Manage a portfolio of small to mid-range funding prospects (up to \$10,000/year).
- Administer and grow the NFF Small Business Partnership Program and Peer-to-Peer Fundraising Program.
- Field inquiries from funding partners and the public about National Forests, reforestation and the NFF.
- Conduct prospect research to identify potential funding partners.
- Support tree planting fundraising efforts through preparing proposals, letters, and decks to potential corporate, foundation, and individual donors.

Administration

- Ensure timely and appropriate execution of agreements and partnership documents.
- Prepare and process fundraising agreements, track payments, and prepare acknowledgements.
- Create program summaries and reports for internal and external communications.
- Consolidate, track and file agreements.

Communications

- Coordinate with NFF communications team to ensure that corporate partnership communication benefits are fulfilled.
- Support tree planting campaign communications by writing materials about reforestation, National Forests and restoration. Annually produce at least four blog posts, 25 social media posts, and one magazine article.
- Update NFF Web site with new content and periodic information.

Education and Qualifications: The Tree Planting Associate should possess the following qualifications:

- Bachelor's degree.
- Some experience in program management.
- Some understanding and appreciation for U.S. Forest Service policies, procedures and regulations, and the National Forest System.

- A demonstrated commitment to the environment.
- Commitment to the mission of the NFF.
- Professional non-profit fundraising experience strongly preferred

Abilities and Skills: The Tree Planting Associate is expected to possess the following proven abilities and skills:

- Ability to represent the NFF in a clear and professional manner through excellent interpersonal skills, and written and oral communication.
- Ability to effectively set priorities, while managing a variety of projects and tasks to successful completion.
- Ability to communicate persuasively via phone and email in support of the NFF mission.
- Excellent computer skills, with proficiency in common business desktop applications.
- Ability to effectively perform basic financial calculations and expenditure tracking.
- Ability to work well, and be flexible in a team-oriented environment.

Application Process: Applicants must provide the following materials in electronic PDF format.

- Cover letter, no more than 2 pages in length.
- Résumé for the applicant.

To Apply: Please send cover letter and resume to: Sheree' Bombard, Director, Administration at: sbombard@nationalforests.org **Please note in subject line:** "Application for Tree Planting Associate"

Applications must be received by email no later than February 22, 2019.

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 Web site at:
<http://www.nationalforests.org>*