

Position Description

Division: Field Programs

Title: White River National Forest Stewardship Coordinator



National Forest Foundation (NFF) is pleased to offer a regular, full-time position that will support community engagement, local stewardship programs, and implementation of recreation, forest health, and watershed projects on the White River 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 our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

Position Function: The White River National Forest Stewardship Coordinator reports to the Rocky Mountain Region Director and is supported through a partnership with Vail Resorts. The Coordinator will lead community engagement, fundraising, and project management to support the NFF strategic goals on the White River National Forest. The Coordinator is responsible for establishing two new committees in Summit and Eagle Counties, which will guide the investment of stewardship funds in support of on-the-ground recreation and forest health improvements on the White River National Forest. The position is expected to work with local government and funding partners to establish and facilitate the two new committees, develop new funding partnerships, and work with partners to coordinate the implementation of on-the-ground projects.

Position Duties and Responsibilities: The White River National Forest Stewardship Coordinator is responsible for the following duties:

- Community Engagement:
 - Establishing, facilitating and coordinating two new committees with diverse public and private sector participation, which will provide strategic direction for the new Eagle and Summit County stewardship funds.
 - Developing and implementing a strategy to engage the broader community, including traditionally underserved communities, in the new stewardship funds and related project investments.
 - Facilitating and coordinating other collaborative and multi-stakeholder efforts that align with the NFF strategic goals.
- Project Management:
 - Supporting the development of strategic projects in close coordination with the White River National Forest and partners, consistent with the strategic direction of the NFF Board of Directors.
 - Coordinating grant making, contracting, and procurement processes to support project investments, track funding restrictions, and ensure successful project implementation.
 - Maintaining close and mutually beneficial relationships between the White River National Forest, NFF, local government, private sector partners, nonprofit partners,

and land management agencies to implement effective stewardship programming and partnerships.

- Fundraising and Outreach:
 - Expanding the base of private sector and local government supporters by actively pursuing funding opportunities and creating new development and project opportunities that enhance strategic goals.
 - Serving as an NFF point of contact for all activities associated with the White River National Forest and staying abreast of emerging conservation efforts, funding initiatives, and ways the NFF can engage and build capacity.
 - Effectively communicating with and engaging the public in caring for their public lands, including National Forests and Grasslands, through community-based conservation initiatives.

Education and Qualifications: NFF expects the White River National Forest Stewardship Coordinator to possess the following educational and experiential qualifications:

- Bachelor's degree in natural resources conservation, public administration, or related field (or equivalent experience).
- A minimum of three (3) years' experience with proven results in conservation project management, facilitation, community outreach, and partnership development.
- A strong knowledge of and experience in U.S. Forest Service land management policies, procedures and regulations.
- A strong understanding of natural resource issues in Colorado, and a willingness to quickly build expertise in local natural resource issues and policies.
- A demonstrated commitment to the environment.

Abilities and Skills: NFF expects the White River Stewardship 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 serve as a neutral, third-party facilitator, and to coordinate and facilitate collaborative meetings with diverse stakeholders and representatives.
- Ability to create and manage complex project budgets.
- 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, evaluate outcomes against quantifiable measures of success, develop reports, and clearly communicate program outcomes.
- 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 throughout the White River National Forest, surrounding communities, and beyond as required by position duties.
- Excellent analytical skills with a strong attention to detail.

Location: The position is located in Eagle or Summit County, Colorado, or proximate location with an ability to travel to White River National Forest offices on a weekly basis.

Compensation: The NFF offers compensation commensurate with skills and experience, and includes a competitive benefits package. Starting salary for this position will be in the \$48,000-\$56,000 range.

To Apply: Please send a cover letter and resume by December 11, 2020, to Sheree' Bombard at sbombard@nationalforests.org with subject line: "Application for White River Stewardship Coordinator".

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>