

PHEASANTS FOREVER & QUAIL FOREVER
THE HABITAT ORGANIZATION
JOB VACANCY ANNOUNCEMENT

Habitat Education Programs Manager

Position Summary:

As a member of the Conservation Education team, the Habitat Education Programs Manager provides leadership, coordination, and support for programing on a national level through strategic outcome-based initiatives to grow an informed and diverse public that appreciates and supports wildlife habitat and the benefits it provides. This organized and self-motivated individual will represent Pheasants Forever and Quail Forever at the national level to expand, educate, and engage the upland conservation community. This position requires innovation and creativity to provide opportunities for individuals to find their own unique passion for wildlife habitat through our Path to the Uplands initiative. The program manager will collaborate with staff, partners, and chapters to cultivate generations of conservation advocates by deliberately engaging a diverse public through a combination of education events and classroom projects. This position works in partnership with corporate relations, development, and marketing teams to cultivate and steward partnerships and funding to support the goals of the Habitat Education programs.

Primary Duties:

- Facilitate continuous development, evaluation, and improvement of Habitat Education programs (Hands-on Habitat, Milkweed in the Classroom, Pollinator Habitat Outreach Program, etc.) that engage diverse stakeholders.
- Provide support, resources, and training to the delivery team to expand opportunities for participation and education on the importance of quality habitat, wild places, and healthy ecosystems.
- Coordinate the cross-functional delivery of a creative National Pollinator Week campaign by collaborating with the delivery, development, marketing/communications, and membership teams.
- Identify and coordinate grant funding opportunities, including writing and submitting applications while working alongside the grants team to complete corresponding agreement deliverables.
- Build outcome-based reports to inspire new and maintain existing corporate partnerships that support Habitat Education programs, by developing engaging graphics and images to tell authentic stories that motivates action.
- Work closely with additional Program Managers to provide strategic direction, focus, and support to existing state-based Education and Outreach Coordinators and field staff.
- Collaborate with Regional Representatives to provide consistent communication with chapter leaders about our Path to the Uplands (P2U) initiative, keeping our volunteers informed and motivated about activities, goals, and fundraising efforts.

- Work collaboratively with all functions of the organization to drive innovative outreach events, including the successful Youth Village held annually at national Pheasant Fest and Quail Classic.
- Identify and pursue opportunities to increase Habitat Education to non-traditional audiences while developing strategic diverse partnerships to advance the upland conservation community.

Essential Qualifications:

- A passion for Pheasants Forever and Quail Forever’s mission, as well as knowledge and appreciation of conservation, hunting, and the outdoors.
- BA/BS in Natural Resource Management, Wildlife Biology, Conservation Education, Ecology, Rangeland Science, or closely related fields and 5+ years of related work experience.
- Demonstrated experience in successful landscape-level, multi-state, and/or national project management with high attention to detail.
- Sound working knowledge of wildlife ecology, habitat management, and pollinator habitat establishment. Able to use this knowledge to grow Habitat Education programs and build resources.
- Strong commitment to quality customer service and the ability to work across constituencies with a broad range of stakeholders in the delivery of outdoor education, partnership development, and volunteer support.
- Clear and direct communication along with excellent organization, collaboration, and leadership skills with a commitment to continuous learning and growth.
- Ability to work independently with limited supervision as well as within a dynamic team environment of high-functioning professionals.
- Valid driver’s license required; some use of personal vehicle (mileage reimbursement provided).
- Ability and willingness to work some irregular schedules including occasional weekends, evenings, and overnight stay. The travel estimate range is 20-30 days annually.

Application Deadline: Open until filled

Anticipated Start Date: July 2024

Location: Remote U.S. nationwide (home office)

Starting Salary: Base of \$57,000 or commensurate with experience/skills/knowledge + Benefits (view benefits summary on our recruitment website at www.pheasantsforever.org/jobs)

To Apply: Please combine your cover letter, resume, and 3 references into a single file (Word document or PDF) before uploading to the “Resume” area of your application on our recruitment website at www.pheasantsforever.org/jobs. Incomplete applications will not be considered.

For More Information: Please contact Colby Kerber, Director of Conservation Education Programs, at 308-520-0876.

Pheasants Forever, Inc. and Quail Forever is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard

to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.