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PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat

Organization

JOB

ANNOUNCEMENT

Community

and Inclusion

Program

Manager

Application Closing Date: May 1, 2024

Anticipated Start Date: June 1, 2024

Position Summary:

The Community and Inclusion Program Manager will provide coordination, guidance and support for programs and partnerships positively impacting efforts within the organization to support all employees, volunteers, members, supporters, and future conservationists in the delivery in the Pheasants Forever and Quail Forever’s mission. This position is a partnership with NRCS and will collaborate to reach and attract more audiences into upland wildlife conservation.

This position will collaborate with all PF & QF teams to integrate the organization’s community and inclusion initiatives and programs.

The Program Manager will champion ensuring our workforce is reflective of our communities and the diverse populations we serve; leading our internship programs and cultivating relationships with strategic partners that will ensuring our ability to access, attract, and retain a diverse workforce that is committed to the organization’s mission.

Responsibilities and Expectations:

- Lead in the development of relationships with institutions of higher education including increasing awareness of career opportunities with Pheasants Forever and Quail Forever to students at minority serving institutions.
- Assist our education and outreach team in the development and management of relationships with high school contacts for the organization’s Journey to Conservation Careers program and internships.
- Responsible for implementation of the organization’s community and inclusion roadmap and workplan including leading the internal working group.

- Responsible for tracking and developing the appropriate programming regarding diversity awareness.
- Design and implement all inclusion related training programs.
- Establish and maintain relationships with diversity-focused external organizations.
- Support outreach efforts to underserved producers as part of ongoing or new grants and partnerships.
- Work with the HR team to plan, communicate, and implement new strategies for hiring, retaining, and promoting talent from historically underrepresented backgrounds.
- Train hiring managers and staff supervisors on strategies for hiring, retaining, and promoting talent from historically underrepresented backgrounds.

Minimum Qualifications:

- A strong passion for Pheasants Forever and Quail Forever’s mission.
- Practical experience and understanding of the techniques and implementation of programs and initiatives.
- Demonstrated experience in leading the development and delivery of training modules; including those related to diversity and inclusion.
- Demonstrated experience developing and supporting partnerships and programs, stewarding relationships, writing proposals, and budget management.
- Demonstrate initiative, creative, and strategic thinking on all issues related to diversity, equity, and inclusion.
- Able to work with only general direction and have exceptional project management skills to organize and maintain a significant number of projects with multiple priorities simultaneously.
- Strong oral and written communication skills and be able to facilitate individual and group meetings and make oral presentations.
- Minimum bachelor’s degree and three or more years of experience in developing and coordinating effective diversity, equity, and inclusion programs.
 - In lieu of a degree, the organization will also consider candidates with five or more years of experience and a proven track record of successfully leading a department.

Compensation and Location: \$57,000 to \$65,000. Remote or National Office in White Bear Lake, MN

To Apply: Please combine your *cover letter, resume and three references* into a single Word document or PDF file before clicking on the blue APPLY button at the bottom or upper right corner and uploading to the “Resume” section of your application. For a complete list of current job openings visit the recruitment website at: www.pheasantsforever.org/jobs.

For more information: Contact Sarah Mills, Vice President of Human Resources, 651-209-4951.

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.