

**PHEASANTS FOREVER AND QUAIL FOREVER**  
**THE HABITAT ORGANIZATION**  
***JOB VACANCY ANNOUNCEMENT***

**Public Land Manager**

Location: negotiable within Minnesota

**Application Deadline:** June 13, 2024

**Anticipated Start Date:** August 2024

**Overview:** This is a full-time supervisory position working directly with PF staff, state and federal agencies, Pheasants Forever chapters, and other in-state conservation partners to coordinate the delivery of public land acquisition within the state of Minnesota.

**Duties:**

- Work with the state coordinator, other team members, and agency partners to develop, conduct, and manage public land acquisition projects that advance strategic goals in Minnesota.
- Work with state coordinator and partner organizations to identify, prioritize, and grow public land acquisition project opportunities and partnerships in Minnesota.
- Oversee and coordinate day-to-day operations related to grant and contract-funded acquisition projects.
- Assist the state coordinator and other team members in tracking state level grant budgets, preparing timely deliverables, and providing staff and partner support for grant and contract-funded public land acquisition projects.
- Work with the state coordinator and other team members to write annual and final grant reports and prepare grant proposals (including testifying at hearings) for public land acquisition projects.
- Oversee and be responsible for internal public land acquisition project tracking and reporting.
- Provide timely updates and reporting on public land acquisition progress and goals.
- Develop new grant/partnership opportunities that increase mission delivery in Minnesota.
- Work with the Minnesota outreach coordinator to tell the stories of mission delivery success in Minnesota.
- Support other team members in fundraising and other activities that help deliver Minnesota's public land acquisition program.
- Performs other reasonable and agreed to duties as assigned.

**Required Knowledge, Skills, and Abilities:**

- Minimum qualifications are a Bachelor of Science (B.S.) degree in conservation, biology, or closely related field with three years of work experience in your field.
- Broad understanding of wildlife ecology, wetland and grassland management including the ability to utilize various habitat management tools in the development of management plans.
- Computer, data analysis, and information management skills including the use of the MS Office suite.
- Excellent written/oral communication skills.
- Project management experience, including budget tracking and reporting, coordination of effective work teams, meetings, and partner engagement.

- Strong organizational and coordination skills, multi-tasking ability, and attention to detail.
- Ability to work independently with little supervision and with diverse clientele.
- Valid driver's license required; some use of personal vehicle required (mileage reimbursement provided).

**Salary:** Commensurate with experience + benefits (see our benefits summary at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs))

**To Apply:** Please combine your *cover letter, resume, and 3 references* into a single Word Document or PDF File before clicking the blue 'Apply' button and then uploading to the "Resume" section of your application on our recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) (our benefits summary is also viewable on our website).

**If you have additional questions, please contact Sabin Adams, MN State Coordinator, 320-250-6317.**

*Pheasants Forever, Inc 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.*