

MN Public Lands Specialist - location negotiable

Regular Full-Time Professional

Pheasants Forever AND Quail Forever *The Habitat Organization*

JOB VACANCY ANNOUNCEMENT

Public Lands Specialist

Location: Minnesota

Application Deadline: August 20, 2024

Anticipated Start Date: September 2024

Organizational Profile:

We are seeking an individual with the talent, passion, and desire to help promote and grow the Nation's leading upland wildlife habitat conservation organization. Pheasants Forever (PF) and Quail Forever (QF) have over 745 chapters, 140,000 members across the nation.

Duties:

- Work with Public Land and Restoration Managers, PF grants staff, and agency partners to develop, conduct, and manage fee-title and easement acquisition programs and projects that advance strategic goals.
- Assist in the coordination of day-to-day operations related to permanent protection programs and partnerships.
- Coordinate day-to-day operations related to habitat restoration projects, such as planning, design, permitting, installation and monitoring of contractors working on projects.
- Assist the Public Land Manager and PF Grant Team in tracking budgets, preparing timely deliverables, and arranging staff and partner support for grant and contract-funded habitat acquisition projects.
- Work with the Public Land Manager and PF Grant Team to write annual and final grant reports and prepare grant proposals for acquisition projects.
- Provide timely updates and reporting on acquisition progress.
- Support other stateside staff and programs in activities as requested and as schedules permit.
- Performs other related duties as assigned.

Required Skills and Experience:

- A Bachelor's degree from an accredited college in an environmental field such as ecology, biology, or natural resource management.
- 2+ years' experience is working in a related field such as restoration ecology or natural resource management, and a demonstrated understanding of the scientific method.
- Understanding of wildlife ecology, wetland and grassland protection efforts in Minnesota including the ability to understand and utilize various habitat delivery tools.
- Computer, data analysis, and information management skills including the use of the MS Office suite.

- Experience and comfortable using ArcGIS.
- Excellent written/oral communication skills.
- Project management experience, including budget tracking and reporting, coordination of effective work teams, meetings, contractor oversight 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).

Pay and Benefits:

- Starting salary: \$49,000 depending upon qualifications
- Health, vision, dental, and more insurance coverage plans available.
- 401(k) Retirement plan with an employer match of up to 5%.
- Student Loan Assistance program of up to \$200/month for eligible employees.
- Paid Time Off accrued at 15 days (120 hours) per year for new employees (increasing after 3 years).
- Bereavement/Family/Sick Leave of 6 days (48 hours) per year.
- 13 paid holidays.
- An Employee Benefit Summary is attached in this announcement

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 the Recruitment website at www.pheasantsforever.org/jobs. ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.

Please contact Jake Granfors, Public Land Manager for Pheasants Forever, with any questions: (218) 434 0929.

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.