

# PHEASANTS FOREVER AND QUAIL FOREVER

*The Habitat Organization*

*JOB VACANCY ANNOUNCEMENT*



## Conservation Leadership Program Manager

*(Remote nationwide U.S. opportunity)*



### **Position Summary:**

As a member of the Conservation Education team, the Conservation Leadership Program Manager provides coordination, support, and strategic direction for programming through outcome-based initiatives to grow an informed and diverse public that appreciates and supports wildlife habitat. This organized and self-motivated individual will represent Pheasants Forever and Quail Forever at the national level to educate, engage, and expand 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. Communication skills and a positive attitude are very important and the individual needs to be exceptional at multi-tasking projects while meeting deadlines. 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 curriculum, career fairs, internships, and continued learning opportunities. This position also works with corporate relations, development, and marketing teams to cultivate and steward partnerships and funding to support the goals of the organization's strategic priorities.

### **Primary Duties:**

- Facilitate continuous development, evaluation, and improvement of Conservation Leadership programs that engage diverse stakeholders.
- Manage all aspects of the new PF & QF Journey to Conservation Careers (J2CC) online program aimed at introducing high school students to potential career paths and opportunities in conservation.
- Coordinate the efficient delivery and oversight of virtual job shadowing as part of J2CC by collaborating with the Delivery, Human Resources, and Marketing/Communications teams.
- Collaborate with partners and internal peers to develop and launch a national internship program, including facilitation of a cross-functional internship collaborative working group.
- Provide support, resources, and training to the Delivery team to expand opportunities for participation and education on the importance of quality wildlife habitat, wild places, and healthy ecosystems.
- 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 Conservation Leadership 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 Outreach Coordinators and field staff.
- Develop and use methods of regular communication to deliver a consistent message about our Path to the Uplands (P2U) mission with chapter leaders, keeping our volunteers informed and motivated about activities, goals, and fundraising efforts including monthly internal e-newsletter.
- Work collaboratively with all functions of the organization to drive innovative outreach events, including a student Career Fair held annually at national Pheasant Fest and Quail Classic.
- Identify and pursue opportunities to increase Conservation Leadership to non-traditional audiences, while collaborating to expand strategic diverse partnerships to advance the upland community.

**Desired Qualifications:**

- A passion for Pheasants Forever and Quail Forever’s mission, as well as knowledge and appreciation of conservation, hunting, and the outdoors.
- A BA/BS in Natural Resource Management, Wildlife Biology, Conservation Education, Ecology, Environmental Science, or other related fields and 4+ years of related work experience.
- Demonstrated experience in successful project management, with strong attention to detail.
- Sound working knowledge of wildlife ecology, habitat management, and land ethics. Able to use this knowledge to grow Conservation Leadership programs and 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.
- Ability to work independently with limited supervision as well as within a dynamic team environment of high-functioning professionals.
- A commitment to continuous learning and growth
- CRM knowledge - experience with Microsoft CRM is valued. Computer literacy with a proficiency in the Microsoft Office products to include Word, Excel, PowerPoint, and Power BI.
- 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 Closing Date:** Applications accepted on a rolling basis until position is filled.

**Anticipated Start Date:** October/November 2023

**Location:** Remote U.S. Nationwide (home office)

**Starting Salary:** Competitive salary with base of \$57,000 or commensurate with experience/skills and qualifications + Benefits (view benefits summary at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs))

**To Apply:** Please combine your **cover letter, resume and three references** into a Word document or PDF file before uploading to the “Resume” area of your application on our Recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) .

**For more information:** Please contact Colby Kerber, Director of Conservation Education Programs at (308)520-0876 or [Ckerber@PheasantsForever.org](mailto:Ckerber@PheasantsForever.org)

*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.*