

Habitat Partnership Specialist

Location: Windom (1 position) & Fergus Falls, Minnesota (1 position)

Application Deadline: December 13, 2024

Anticipated Start Date: January 6, 2025

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:

- Identify, process, evaluate, and coordinate conservation easement acquisitions within the Windom and Fergus Falls Wetland Management Districts (WMD).
- Work with the PF State Coordinator, PF Restoration Manager, and Fergus Falls and Windom WMD to develop, conduct, and manage restoration & enhancement projects that advance strategic goals.
- Support Realty functions associated with securing conservation easements.
- Coordinate day-to-day operations related to easement restoration projects, such as planning, design, permitting, installation and monitoring of contractor's projects.
- Assist in tracking budgets, preparing timely deliverables, and arranging staff and partner support for contract-funded habitat restoration and enhancement projects.
- Provide timely updates and reporting on progress.
- Performs other related duties as assigned.

Preferred Skills and Experience:

- A Bachelor's degree from an accredited college in an environmental field such as ecology, environmental restoration or natural resource management or
- 3-5 years' experience working in a related field such as restoration ecology or natural resource management, and a demonstrated understanding of the scientific method.
- Experience in wetland restoration including but not limited to surveying, restoration design, completing required permits, writing contracts and oversight of construction from start to finish.
- 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, GIS, 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)
- Experience and understanding of prairie reconstructions.

Salary: Anticipated starting salary \$43,000-\$47,000. Dependent upon qualifications, plus benefits (see our benefits summary at www.pheasantsforever.org/jobs)

To Apply: Please include your cover letter, resume, and 3 references as ONE Word document or PDF file. ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.

Please contact Becca Kludt, Minnesota Restoration Manager for Pheasants Forever, with any questions: 218-220-5391.