If you are unable to complete this application due to a disability, contact this employer to ask for an accommodation or an alternative application process.

Kansas State Coordinator - Salina
Regular Full-Time
Professional
Salina, KS, US

Pheasants Forever AND Quail Forever
The Habitat Organization
JOB VACANCY ANNOUNCEMENT

Kansas State Coordinator I or II

Location: Salina, Kansas

Application Closing Date: March 10, 2024
Anticipated Start Date: Negotiable

Organizational Profile: We seek an individual with demonstrated talent, passion, and desire to promote and grow the Nation’s leading upland wildlife habitat conservation organization. Pheasants Forever (PF) and Quail Forever (QF) have over 700 chapters, 149,000 members and an $87 million annual budget.

Responsibilities:
Serve in a joint capacity with Pheasants Forever, Inc. & Quail Forever (PF/QF), the Natural Resources Conservation Service (NRCS) and other state conservation partners to coordinate and promote conservation efforts related to NRCS’s wildlife conservation programs and efforts within the state of Kansas.

- Supervise a team of talented conservation delivery staff who specialize in private land conservation technical assistance, habitat management, communication, and education.
- Build and maintain a strong organizational culture emphasizing leadership, personal and professional development, and mentorship for all the members of the Kansas PF/QF team.
- Ensure the Kansas PF/QF team delivers superior customer service as staff interact with landowners, partners, volunteers, and members of the public.
- Collaborate with partners serving as the principal liaison between PF/QF and the Natural Resources Conservation Service, Kansas Department of Wildlife and Parks, and other
governmental/resource agencies for the implementation and acceleration of existing partner and organizational programs.

- Author, administer, and manage grants and programs that deliver the PF/QF habitat mission and strategies in Kansas. This could include but is not limited to federal and state partner grants and agreements, NFWF and Foundation grants.
- Work closely with the PF/QF Regional Representatives and Midwest Region Leadership Team to support and strengthen our PF/QF chapters in Kansas.
- Serve as the principal in-state Conservation Delivery team liaison with the Grants Administration Department to deliver grant funded mission; the Development Team to advance unrestricted funding streams, and the Marketing Team to provide materials and information to media sources in Kansas.
- Work with Director of Conservation Delivery, Programs Team, and Governmental Affairs staff to coordinate state legislative and policy activities, responses, and relationships if relevant.
- Build and expand partnerships with groups that represent agriculture and identify areas for collaboration and mutual benefit as it relates to soil, water, and wildlife benefits on working lands.

**Required Knowledge Skills and Abilities:**

- BS/BA in Related Field with a minimum 3 years of professional experience.
- Excellent oral and written communication as well as organizational skills.
- Demonstrated ability to lead and coach effectively.
- Demonstrated ability of organizational skills and attention to detail.
- Ability to work effectively with multiple partners and staff.
- Ability to work independently with little supervision and with diverse personalities.

**Starting Salary:** $60,000-$93,000 + benefits (see our benefits summary at www.pheasantsforever.org/jobs). Relocation assistance may be available in certain situations.

**To Apply:** Please combine your cover letter, resume, and three (3) references into a single Word Document or PDF file before uploading to the “Resume” section of your application on our recruitment website at: www.pheasantsforever.org/jobs.

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.

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