



**PHEASANTS FOREVER & QUAIL FOREVER**  
*The Habitat Organization*  
**JOB VACANCY ANNOUNCEMENT**



## **Habitat Partnership Specialist**

**Location: Morris (1) & Fergus Falls (1), Minnesota (2 positions)**

**Application Deadline:** Open Until Filled.

**Anticipated Start Date:** November 2023

**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 and restoration within the Fergus Falls & Morris Wetland Management Districts (WMD).
- Work with the PF State Coordinator, PF Restoration Manager and Fergus Falls/Morris 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.
- Perform other related duties as assigned.

**Preferred Skills and Experience:**

- An associate degree from an accredited college in an environmental field such as ecology, environmental restoration, or natural resource management. Bachelor's degree is preferred or:
- Minimum 2 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:** Dependent upon qualifications, plus benefits (see our benefits summary at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs))

**To Apply:** Please combine your cover letter, resume, and three (3) references into a **single** Microsoft Word document or Adobe Acrobat PDF file on our recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) .

If you have questions about this position, please contact Alex Nelson, Minnesota Restoration Manager for Pheasants Forever, with any questions: (320) 292-6678 or [anelson@pheasantsforever.org](mailto:anelson@pheasantsforever.org).

*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.*