

MN Habitat Protection Officer - Negotiable within MN

Regular Full-Time Professional

City negotiable, MN, US

1 Attachments

8 days ago Requisition ID: 2565

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Salary Range: \$65,000.00 To \$80,000.00 Annually

PHEASANTS FOREVER & QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT

Habitat Protection Officer (MN)

POSITION SUMMARY:

The Minnesota Habitat Protection Officer (MN HPO) is responsible for developing funding proposals and awards that will grow the organization's capacity to deliver its Build a Wildlife Area® program in the state of Minnesota. The Build a Wildlife Area® program permanently protects strategic habitat and provides public access. The MN HPO will achieve this by growing new business through grant and foundation development to support organizational and state level strategies related to permanent habitat protection and public access. Close collaboration with the conservation operations and development team working in Minnesota will be required, with a goal to accelerate non-traditional grant and foundation proposals and awards, adding value to our existing protection programs in MN.

The MN HPO is a member of the Development Team and reports to the VP of Grant Development and will work in close collaboration with the MN State Coordinator and other team members.

RESPONSIBILITIES and EXPECTATIONS:

- Increase new funders with a focus on foundation and grant development. Priority will be to develop funders not currently supporting Build a Wildlife Area® and public access in MN.
- Increase foundation funding to permanently protect habitat in MN.
- Collaborate with MN SC, grant administration and accounting for proposal evaluation, integration with relationship management platforms, budgeting, workflow, and delivery.
- Collaborate with development officers, corporate relations and Minnesota conservation delivery team to identify, qualify & pursue foundations, new grants and other funders to support strategic permanent habitat protection and public access.
- In coordination with the MN SC, respond to funder inquiries and represent PF and QF in that capacity.
- Follow internal policies and funder requirements.
- Exercise sound financial management in proposals to ensure we are meeting budgets, controlling costs, and recovering costs.
- Possess a proven self-starter track record and the ability to set and meet deadlines.
- In collaboration with the MN SC, conduct site and funder visits as needed to understand programs outcomes, program potential, and build relationships.

- Assume other duties and responsibilities as assigned. Travel required.

MINIMUM QUALIFICATIONS:

- A passion for Pheasants Forever and Quail Forever’s mission, as well as knowledge and appreciation of conservation, hunting, and the outdoors.
- Experience with the development of funding proposals and applications.
- BA/BS, natural resource degree and 2 years’ experience in grant and funder development or equivalent combination of education and experience.
- Experience with relationship management, fundraising, writing proposals, making a case for support, funder relations, and conservation.
- Experience negotiating funding proposals.
- Experience using applications such as Microsoft Word, Excel, and Web Browsers.
- Experience in delivering a sound case for programmatic support, while developing and sustaining funding relationships
- Knowledge of strategic habitat conservation is helpful.
- Government grant and/or foundation experience is helpful
- Experience influencing, developing, and implementing conservation funding.

Compensation: \$65,000 - 80,000 salary per year plus benefits, 401k match (5%), and more. See our benefits summary on our Careers page (www.pheasantsforever.org/jobs)

Location: Negotiable, within Minnesota

Application Closing Date: October 18, 2024; or sooner, if filled.

Anticipated Start Date: October/November 2024

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

For more information: Contact Matt Holland, Vice President of Grant Development, at 320-894-5391

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.