



**CAREERS**



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## MN State Coordinator II

Regular Full-Time  
Professional  
US

5 days ago  
Requisition ID: 2431

1 Attachments

**AND QUAIL FOREVER**

**PHEASANTS FOREVER**

The Habitat

**Organization**

***JOB***

***ANNOUNCEMENT***

**Minnesota State**

**Coordinator II**

**Location:** Home office -

negotiable

**Application deadline:** April 24, 2024

**Anticipated start date:** May 24, 2024

This is a full-time position working directly with state and federal wildlife and agricultural agencies, Pheasants Forever chapters, and other in-state conservation partners to coordinate the delivery of wildlife habitat conservation within the state of Minnesota.

**Qualifications**

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Minimum qualifications are a Bachelor of Science (B.S.) degree in conservation, biology, agriculture, or closely related field with three years of work experience in your field.

Expected experience and skills include:

- Project or habitat plan coordination and execution
- Strong coordination, facilitation, team building, and a collaborative approach
- Strong written and verbal communication skills
- Understanding of wildlife management and ecology
- Substantial computer and technology-based understanding
- Planning, budget management, program evaluation, and report writing
- Demonstrated knowledge or ability to quickly learn the various public and private land conservation programs used in Minnesota

Desirable experience and skills include:

- Working with federal, state, NGO, and private industry partners
- Supervisory or leadership experience
- Grant writing and management and/or general fundraising
- Experience with Minnesota's focused conservation effort is a plus

**Duties and Expectations**

The State Coordinator will:

- Provide direct oversight, leadership, supervision, and guidance to the PF and QF team in Minnesota, ensuring effective conservation delivery and coordination within their areas of responsibility.
- Oversee and build up new and existing landscape level habitat initiatives and partnerships that advance our mission in Minnesota. Examples include Minnesota's Farm Bill Biologist Program, Enhanced Public Lands, Wildlife Management Area Acceleration, and several others.
- Work with PF and QF Midwest Regional Director, Regional Representatives, Conservation Operations, and Marketing team to provide information focused on promoting in-state strategic conservation efforts to media sources in MN.
- Oversee PF education and outreach programs, providing feedback to program leads to improve, modify, and/ or create PF programs that apply to Minnesota.
- Assist with philanthropic activities in Minnesota that accelerate the PF/QF mission.
- Coordinate and lead state level advocacy efforts.
- Monitor the progress of the delivery of strategic conservation initiatives, keeping partners aware of timelines and milestones, prepare written progress reports as needed.
- Work closely with field practitioners and partner staff to educate them on the proper implementation and utilization of wildlife conservation programs and practices.
- Work closely with partner (NRCS, FWS, Joint Ventures, State agency, etc.) staff to provide insight and input related to program standards and specifications specifically focused on wildlife conservation, assisting with the development and

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review/update of wildlife related program standards and specifications and enhancements.

- Develop relationships with partners within Minnesota that work to promote wildlife conservation, including working with PF chapters in Minnesota to inform them of wildlife conservation opportunities.
- Identify opportunities (grants or groups) that will enhance strategic plan achievement. Pursue granting opportunities as they become available.

**Salary:** Commensurate with experience + benefits (see our benefits summary at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) (<http://www.pheasantsforever.org/jobs>)).

**Application Requirements:** Please combine your cover letter, resume and 3 references into a single *Word* document or *Adobe Acrobat* PDF file before clicking on the blue APPLY button or upper right corner uploading to the “Resume” area of your application. For a complete list of our current job openings visit the recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) (<http://www.pheasantsforever.org/jobs>).

**Additional questions** may be directed to Eran Sandquist, PF/QF Director of Conservation Delivery – Midwest Region, at (763) 242-1273.

*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.*


## Attachments (1)

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 2024 Pheasants Forever Benefit Summary - Final.pdf

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