PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT

Habitat Partnership Specialist

Location: TEXAS

Application Deadline: OPEN UNTIL FILLED

Anticipated Start Date: When Filled

Overview: This position will provide a unique opportunity to join an effective team working with innovative approaches and partnerships to benefit wildlife resources in Texas. This position is full-time, with benefits, and will use a home or remote office. The primary role of this position is support of Texas Pheasants Forever/Quail Forever (PF/QF) staff through reporting, contract management, and fiscal assistance. With demonstrated skills and results, the position will not only have opportunities to expand their skillsets on a wide array of responsibilities but will also have professional growth opportunities.

Primary Duties:
- Work with the Texas PF/QF State Coordinator to manage and administer state programs and partnership agreements, landowner contracts, make payments, track partnership program activities, and provide financial summaries.
- Administer and oversee database tracking for partner/landowner contracts, PF&QF chapter activity, and grant contributions.
- Assist with new grant writing and editing, write quarterly and annual grant reports, and provide supporting documentation as requested.
- Assist team members in developing and tracking PF&QF chapter activities, and other outreach events as necessary.
- Assist vendors with collection of payment information and invoices to process payments including W9s and ACH forms.
- Develop and maintain relationships with partners, state agencies, and grantor entities by providing progress reports and program accomplishments.
- Serve as an administrative point of contact for state, federal, and local partnering agencies for financial agreements.
- Assist or lead planning efforts of staff trainings, state meetings, and other events of importance to partners, chapters, and resource professionals.
- Serve as a collaborative member on the state leadership team.
- Contribute to TX PF/QF social media platforms to showcase the various partnership efforts in delivering habitat conservation throughout the state.
- Limited travel will be required for meetings and trainings.

Required skills and abilities:
- Demonstrated ability to be detail oriented and organized.
- Demonstrated ability to produce accurate reports and summaries on request with financial accounting experience preferred.
- Familiarity with Microsoft software packages including Word and Excel. CRM experience is beneficial.
• Ability to create and manage a variety of databases and shared drives.
• Ability to work both independently and in a team approach to accomplish desired goals and outcomes.
• Must be team oriented.
• Must be a self-starter and problem solver.
• Must be a good communicator by email, text, and phone conversations with contractors, landowners, and partners.
• Ability to work out of a home office. General office equipment required for the position is supplied.
• Typing skills of 45 wpm or more.

**Education and Experience Preferred:** Applicant should be detail oriented, innovative and a resourceful self-starter able to work with minimal supervision. Must be team oriented, with good oral and written communication skills. Accounting experience is preferred. Bachelor’s degree in business, accounting, or natural resource management is preferred.

**Starting Salary:** Commensurate with experience + benefits (including 401k match [5%], and Student Loan Allowance program; see our benefits summary at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)).

**To Apply:** Please combine a cover letter that outlines your interest in the position and your qualifications, along with a detailed resume, and 3 references, into one MS Word document or Adobe Acrobat PDF file before uploading to the “Resume” area of your application on our Recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs).

**If you have further questions,** please contact: Thomas S. Janke, Texas PF/QF State Coordinator, [tjanke@quailforever.org](mailto:tjanke@quailforever.org), 830-220-9742.

*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.*