



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



## **Wyoming State Coordinator**

**Application Deadline:** February 27, 2024

**Location:** Work from home; city negotiable within Wyoming.

**Anticipated Start Date:** March 2024

**Overview:** Pheasants Forever Inc. and Quail Forever (PF & QF) seeks a State Coordinator to work collaboratively with partner agencies (ie USDA-Farm Service Agency / Natural Resources Conservation Service) and organizations to deliver strategic conservation objectives and lead the Wyoming Conservation Delivery team. The overarching objective of the position is to provide state-level leadership and coordination of current and future partnership efforts, conservation program delivery, and project management. Increased coordination and management provided by this newly created position will improve support and oversight of staff, promote more effective communication and collaboration with partners, and accelerate effective mission delivery within Wyoming. The State Coordinator will report to the West Region Director of Conservation Delivery.

**Primary Responsibilities:**

- Serve as project coordinator for PFs CRP MAE Tribal Access Project which strives to improve the conservation delivery and big game monitoring on the Wind River Reservation of the Northern Arapaho and Eastern Shoshone Tribes through increased conservation technical assistance and outreach that supports the protection of grasslands.
- Improve conservation outreach and technical assistance through local internship(s) around important grassland and migration corridors specifically targeting the Wind River Reservation.
- Serve as project coordinator for PFs CRP MAE Big Game Corridors Project which expands a current MAE proposal in Wyoming. Primary responsibilities will include ensuring sub-awardee(s) reach milestones important to project completion and that all project activities are carried out in a timely, cost efficient and responsible manner. Additionally, will be responsible for required narrative reporting.
- Lead and coordinate the Pheasants Forever team in Wyoming through training and direct supervision. Grow that team with a focus on Farm Bill Biologists, SGI Range and Wildlife Conservationists, Coordinating Wildlife biologists, Access Specialists, and Outreach Specialists.
- Ensure alignment with the strategies and tactics outlined in the Wyoming State Strategic Plan. Develop and expand innovative state specific programs like the Wyoming Mesic Restoration program, targeting pivot corners (ie corners for conservation), important migration corridors, public access, and other initiatives that increase grassland conservation and technical assistance to private landowners and underrepresented communities.
- Build important partnerships and provide leadership with agencies and other conservation community members targeting sagebrush and grassland restoration and protection in the state. Represent PF and QF on relevant committees and working groups.
- Develop proposals for, coordinate, and administer grants and other relevant funding opportunities that aid in the delivery of conservation partnership priorities.
- Collaborate with Outreach, Marketing and Communications teams and partners to develop relevant content for magazine articles, social media posts, press releases, podcasts, and other media to share stories of conservation and partnership successes, issues and opportunities in Wyoming.

**Required Knowledge Skills and Abilities:**

- BS in Wildlife or related field with at least 5 years of professional experience. MS in Wildlife or related field is preferred.
- Excellent oral and written communication skills as well as organizational skills.
- Demonstrated ability to lead and coach effectively.
- Ability to work effectively with multiple partners and staff.
- Ability to work independently with little supervision and with diverse clientele.
- Experience working with USDA Farm Bill programs is strongly preferred.
- Project management, budgeting, and grant writing experience preferred.

**Starting Salary:** \$60,000 to \$70,000 commensurate with skills and experience + benefits which include 401k match and student loan allowance option.

**To Apply:** ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Please combine your cover letter, resume and 3 references into a single Word document or PDF file before uploading to the "Resume" area of your application on the Recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs) . Additional questions may be directed to Al Eiden, West Region Director, at [aeiden@pheasantsforever.org](mailto:aeiden@pheasantsforever.org) or 602-513-6360.

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.