

Location: Moorhead, MN

Application Deadline: Open until filled; review of applications will begin May 4th.

Anticipated Start Date: June 2026

To Apply:

Please ***combine your cover letter, resume and three (3) references*** as a single PDF file or Word document before uploading as part of your application on our recruitment website at www.pheasantsforever.org/jobs. Please read the entire job announcement thoroughly to make sure you understand what the job entails.

Overview:

An individual in this position will work in a joint capacity with Pheasants Forever, Inc. (PF), USDA Natural Resources Conservation Service (NRCS), Soil and Water Conservation Districts (SWCDs), the Board of Water and Soil Resources (BWSR) and the Minnesota Department of Natural Resources (DNR) to promote, accelerate enrollment, coordinate, and implement the voluntary conservation programs of the Federal Farm Bill and other related state, local and other voluntary conservation programs in Clay County. Activities will include:

- Voluntary conservation program promotion
- Contract coordination
- Conservation planning and modifications
- Site assessments
- Reporting
- Attend trainings and assist in coordinating technical assistance efforts
- Provide technical assistance to farmers/landowners on conservation planning, habitat planning and other wildlife related practices.
- Meet with local chapters of Pheasants Forever and other local partners to influence habitat management efforts and participate in statewide meetings.

This position will be based out of the USDA Service Center in Moorhead, MN. The individual is an employee of Pheasants Forever, Inc. and receives supervision from Pheasants Forever with daily instruction by the local USDA-NRCS and SWCD staff. The individual will serve in providing technical assistance for biological/wildlife aspects of all USDA NRCS Conservation Programs, BWSR, SWCD and PF voluntary programs to private landowners and participants. Main work duties will be in Clay County but may provide assistance to Norman and Mahnomen Counties as determined necessary.

Job Duties:

- Collaborate with local USDA office to promote and implement the Conservation Reserve Program (CRP). Write conservation plans and provide technical assistance to help landowners implement this voluntary conservation program.

- Assist partners with all phases of the Reinvest in MN (RIM) conservation easement program, including applications, conservation plans, outreach, title work, construction, and reimbursement.
- Help landowners identify plants and habitat on their property and guide them in improving those habitats for wildlife utilizing voluntary conservation programs from USDA NRCS, PF, BWSR and other local and state programs.
- Promote and assist landowners in enrolling land in the Walk in Access Program (WIA).
- Use science-based knowledge to improve habitat within the agricultural regions of the work area. This includes collaboration amongst staff, and being the in-house technical wildlife expert, and the go-to person for landowners within the work area who have wildlife and habitat related questions.
- Collaborate between partnering agencies to achieve habitat restoration and management goals for landowners and programs.
- Assist partners with outreach, contract development, and implementation of the Environmental Quality Incentive Program (EQIP).
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Customer service skills – must have the ability to communicate clearly and effectively with farmers, landowners, and partner agencies.
- Ability to work independently with little supervision.
- Knowledge of wildlife ecology, prairie and wetland management including the ability to utilize various habitat management tools in the development of management plans (e.g. mowing, prescribed burning, herbicide spraying, grazing, forestry mowing, etc.). Knowledge of agriculture is a plus.
- Identification skills of plants found in Minnesota, both native and non-native.
- Knowledge of conservation and wildlife programs provided by federal, state, & local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Knowledge of habitat requirements for pheasant, turkey, deer, waterfowl, monarch butterfly, native bees, and other grassland wildlife species.
- Excellent verbal and written communication.
- Ability to use GIS mapping programs or closely related software (ArcGIS Pro or ArcMap experience preferred)
- Strong organizational skills.
- Valid driver's license required; Partner vehicle will be provided for field work, but some use of personal vehicle may be required at time (mileage reimbursement provided).

- Able to pass a background check to obtain USDA Federal Security Clearance.

Job Expectations:

- The individual will be required to work independently in their designated work region, but Pheasants Forever will provide a mentor and partner support to help train the individual on program details and specifications.
- Approximately 70% of time is spent in office and 30% time spent in the field. During field season, the individual will spend time in the field doing site visits on private property, evaluating habitat, making habitat recommendations, identifying plants, and meeting contractors on construction sites. Other time will be spent in the office doing data entry, writing conservation plans, creating maps, and collaborating with partner staff on current and future projects. During office time, there will also be numerous interactions with landowners via phone, email, and in-person, to give technical and program information.
- Outreach in the form of workshops, training events, letters, phone calls, and social media will be a year-round activity to keep the public informed on current programs offered by USDA and other agencies.

Preferred Education and Experience:

- Bachelor of Science Degree or technical degree in Wildlife Management, Natural Resources Management, Agriculture, Forestry or closely related natural resources field.
- Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities.
- Experience in agriculture or grassland management practices is preferred.
- To be eligible for Farm Bill Wildlife Biologist II or III, an individual must have several years' experience working with CRP and farm bill programs, or other related experience.

Salary and Benefits:

\$45,000-55,000, dependent upon qualifications and experience (starting salary for FBB I: \$45,000; starting salary for FBB II: \$50,000; starting salary for FBB III \$55,000).

To qualify for the FBB II position, a candidate must have two or more years' experience of work equivalent to the job duties listed in description. To qualify for the FBB III position, a candidate must have four or more years' experience of work equivalent to the job duties listed in description. This role has annual performance-based raises and benefits include:

- Health, vision, dental and more insurance coverage plans available.
- 401(k) Retirement plan with an employer match of up to 5%.
- Student Loan Assistance program of up to \$200/month for eligible employees.
- Paid Time Off accrued at 15 days (120 hours) per year for new employees (increasing after 3 years).
- Bereavement/Family/Self-care of 6 days (48 hours) per year.

- 13 paid holidays.
- For additional information see ([Benefit Summary](#))

Contact: For any questions regarding the position, contact Micah Ranum, MN NW Area Wildlife Biologist, at (701) 399-9042, or email to mranum@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.