Position Description

Department: Development/Communications
Title: Tree Planting Coordinator

Position Function: The Tree Planting Coordinator will report to the Director, Ecosystem Services. The Coordinator will work with the National Forest Foundation (NFF) Development staff to support the execution of campaign to plant 50 million trees on National Forests. The Coordinator will be play a key role in developing and stewarding mid-range funding partnerships. The Tree Planting Coordinator will also be tasked with managing a robust suite of reforestation projects. The position is located in Missoula, Montana.

Position Duties and Responsibilities: The Coordinator is responsible for the following:

Program Management

- Coordinate with the U.S. Forest Service to track the financial status of reforestation projects, process documentation and pay invoices.
- Maintain program records by entering project data and electronically filing project records.
- Report financial and programmatic results to NFF Board and staff, funding partners and the U.S. Forest Service.

Development

- Manage and track the status of mid-range ($1,000 - $20,000) funding partnerships. Ensure timely processing of agreements, invoicing and reports.
- Field inquiries from funding partners and the public about National Forests, reforestation and the NFF.
- Conduct prospect research to identify potential funding partners.
- Prepare proposals, letters, and PowerPoint decks to potential corporate, foundation and individual donors.
- Provide project information to other NFF staff to support fundraising activities.

Communications

- Coordinate with NFF communications team to ensure that partner communication benefits are fulfilled.
- Produce written materials about reforestation, National Forests and restoration. Specific products include blog post, magazine content, press releases, and others.
- Write program assessments, summaries, and reports for internal and external communications.

Education and Qualifications: The Tree Planting Coordinator should possess the following qualifications:

- Bachelor’s degree.
- A minimum of three years’ experience with proven results in project and program management, conservation, and related community development experience.
- A working knowledge of and experience in Forest Service policies, procedures and regulations.
- A demonstrated commitment to the environment.
- Commitment to the mission of the NFF.
**Abilities and Skills:** The Tree Planting Coordinator is expected to possess the following proven abilities and skills:

- Ability to represent the NFF in a clear and professional manner through excellent interpersonal skills, and written and oral communication.
- Ability to manage programs and evaluate their outcomes against quantifiable measures of success.
- Ability to effectively set priorities, while managing a variety of projects and tasks to successful completion.
- Excellent computer skills, with proficiency in common business desktop applications.
- Ability to effectively perform basic financial calculations and expenditure tracking.
- Ability to work well, and be flexible in a team-oriented environment.

**Application Process:** Applicants must provide the following materials in electronic PDF format.

1. Cover letter, no more than 2 pages in length.
2. Résumé for the applicant.

**To Apply:** Please send cover letter and resume to: Sheree' Bombard, Director, Administration at: sbombard@nationalforests.org  
Please note in subject line: “Application for Tree Planting Coordinator”

Applications must be received by email no later than December 15, 2017.

*The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.*

*For more information about the National Forest Foundation visit the Web site at:*  
[http://www.nationalforests.org](http://www.nationalforests.org)