

National Forest Foundation (NFF) is pleased to offer an Exempt, Full-time position located in the Flagstaff, Arizona area. This position will partner with U.S. Forest Service, funders, contractors and other government to lead forest restoration programs across Arizona.

About the NFF: As the official national partner to the US Forest Service (USFS), the National Forest Foundation was chartered by Congress in 1990. Today, the NFF advances forest resiliency, healthy watersheds and wildlife habitat, and recreation for all by working with communities and organizations across the country. The Foundation has grown significantly in the last few years in programmatic impact, revenue and support, and organizational capacity. NFF leads with impact, deploying roughly 90% of its expenses towards projects and programs across the country's 193-million-acre National Forest System. NFF is forward-thinking and innovative, with ambitious strategies and goals to advance and prepare forests for a new economy.

Position Function: The Arizona Forestry Program Manager reports to the Southwest Region Director. The incumbent is responsible for supporting the Northern Arizona Forest Fund and Southern Arizona Forest Fund, with a focus on oversight of forestry and restoration project implementation and management, including oversight of projects on the Coconino, Prescott, Apache-Sitgreaves, Tonto, and Kaibab National Forests and support for forestry projects on the Coronado National Forest as needed.

Position Duties and Responsibilities: The Arizona Forestry Program Manager will:

- Build and maintain strategic partnerships with the U.S. Forest Service, funders, contractors, other governmental entities, and stakeholders to advance wildfire resilience and forest restoration priorities across Arizona
- Lead the development and implementation of forest restoration programs and project pipelines, including annual work planning, partnership coordination, and execution of agreements with the U.S. Forest Service and other funding partners.
- Oversee all aspects of forest restoration project implementation, including procurement, contract administration, field oversight, quality assurance and inspections, problem-solving, and project closeout.
- Serve as Timber Sale Administrator and Harvest Inspector for forestry projects utilizing all thinning systems, ensuring compliance with project specifications, operational standards, and quality control requirements.
- Manage complex program and project budgets, contracts, reporting requirements, timelines, compliance obligations, and standard operating procedures.
- Monitor, document, and communicate project outcomes and deliverables through written and verbal reports to funders, partners, and NFF leadership.
- Support partnership development, fundraising, grant development, and community engagement efforts to secure resources and expand the pace and scale of forest restoration work.
- Develop and coordinate wood utilization and biomass removal opportunities associated with restoration projects, including support for Tribal firewood programs (Wood for Life), in-stream watershed restoration work (Wood for Water), transportation logistics, and long-term supply planning.

- Supervise Arizona forestry staff and forestry technician contractors, providing leadership, mentorship, performance oversight, and clear expectations
- Apply advanced forestry expertise and professional judgment to address complex operational, technical, and partnership challenges and ensure the highest standards of project delivery and stewardship.
- Serve as a principal forestry subject matter expert and representative in Arizona and the Southwest Region, maintaining expertise in emerging restoration practices, policy developments, funding models, utilization opportunities, and industry trends.
- Represent NFF in collaborative groups, public forums, educational events, media engagement, and strategic communications efforts, and providing technical support and guidance to NFF programs across the organization.

Education and Qualifications: NFF expects the Arizona Forestry Program Manager to possess the following educational and experiential qualifications:

- Bachelor's degree in forestry or another natural resources-related field (or equivalent experience);
- A minimum of three (3) years' experience with proven results in forestry or conservation project management and related community-based collaborative conservation to include a strong knowledge of and experience in U.S. Forest Service policies, procedures, and regulations;
- A strong understanding of Arizona natural resources issues; and
- A demonstrated commitment to the mission of the NFF and the environment.
- Must be authorized to work in the United States.

Abilities and Skills: NFF expects the Arizona Forestry Program Manager to possess the following proven abilities and skills:

- Ability to work independently, perform fieldwork, attend meetings, and manage projects with minimal oversight.
- Ability to supervise and manage program staff and to train new staff on NFF policies and field procedures, including timber sale administration.
- Ability to act as a contract administrator and liaison between project contractors and the U.S. Forest Service.
- Ability to represent the NFF with diverse constituents in a clear and professional manner through excellent written and oral communication skills, and excellent interpersonal skills;
- Ability to collaboratively manage programs and evaluate their outcomes against quantifiable measures of success.
- Ability to effectively manage a variety of projects and tasks to successful completion.
- Ability to work well and be flexible in a team-oriented environment.
- Must have valid U.S. driver's license and clean driving record.
- Ability and willingness to travel frequently.
- Excellent analytical skills with strong attention to detail.

Location: The location for this position is Northern Arizona with a strong preference Flagstaff. Applications must be able to travel regularly throughout the state. This position is a remote/work-from-home position and requires reliable internet access and a dedicated workspace.

Compensation: NFF offers a competitive compensation and benefits package that reflects our total rewards strategy. The salary range for this position is \$95,000 with the ability to grow up to \$118,125 based on performance over time. Starting salary within this range is determined by a combination of experience, internal equity with comparable roles, and organizational budget, and is assessed annually as part of NFF's compensation review process.

Benefits: NFF is proud to offer our staff:

Health and Wellness:

- Medical and dental insurance paid at 75% by the organization for you and any dependents.
- Vision insurance paid 50% by the organization for you and any dependents.
- Health savings account (HSA) with employer contributions between \$1,878-\$3,750 per year, predicated on coverage type.
- Healthcare and dependent care flexible spending accounts (FSA).
- Employee assistance program (EAP) at no cost.

Financial Wellbeing:

- 403(b) retirement plan with a 5% employer match after one (1) year of service.
- Short-term and long-term disability insurance at no cost.
- Basic life and AD&D insurance at no cost, with voluntary life insurance options.
- Whole life insurance at a discounted rate

Flexibility and time off:

- Employees start with 35 days of annual leave, sick leave, personal leave and holidays (annual leave accrual rates increase with years of service)
- Family & medical leave for up to sixteen (16) weeks with up to four (4) weeks paid.

Personal Development:

- Training & Development Programs
- Professional development reimbursement for up to \$1,000 per year.

Journey of a Lifetime:

- The opportunity to support an incredible mission and travel to / work in spectacular locations.

To Apply: Applications must include both a cover letter and resume. Incomplete packages will not be considered. Applications will be reviewed on a rolling basis. This posting will close on October 23rd, or earlier if filled. Please visit our careers site to apply online.

The National Forest Foundation is an equal opportunity employer – meaning we provide equal employment opportunities to all employees and applicants for employment without regard to any characteristic protected by applicable law. Further, we prohibit discrimination, harassment, and retaliation in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, and termination. We strive to foster a work environment where every individual is respected, valued, and treated fairly. This statement reflects our unwavering dedication to fairness, respect, and equality in employment practices and sets the foundation for a positive work environment.

Apply Here: <https://www.click2apply.net/1gQO7XIAXPBKDU5leIO7dO>

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