

Position Description:

Department: Development and Communications

Title: Reforestation Partnerships Associate



National Forest Foundation (NFF) is pleased to offer a regular, full-time position to a candidate who will be an integral part of the Reforestation Team and provide strategic partnership, content, and overall program support. The successful candidate may be located anywhere in the United States.

About the NFF: The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across the 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

Position Function: The Reforestation Partnerships Associate will work as part of a collaborative team responsible for meeting reforestation program objectives, including the success of the NFF's *50 Million For Our Forests* campaign. The Reforestation Partnerships Associate will report to the Reforestation Partnerships Director, work on the Reforestation Team, and work in collaboration with the Development/Communications Team and across other departments as needed.

Position Duties and Responsibilities: The Reforestation Partnerships Associate is responsible for the following duties:

- Development and Partnerships:
 - Administer and grow peer-to-peer and small business partnership programs, finding new ways to cultivate donors and working across departments to use existing and new communications tools,
 - Manage a portfolio of tree-planting funding prospects including small businesses, individual donors and corporate partners (typically \$500-\$50,000),
 - Support Reforestation Partnerships Director, Reforestation Team, and Executive Vice President with prospect research, partnership stewardship, and partnership administration, as needed,
 - Respond to inquiries from interested donors and partners, and all general inquiries related to the program.
- Communications and Content Creation:
 - Support Reforestation Team and other colleagues as a/Communications Team liaison,
 - Prepare and draft partner communication materials, including but not limited to partnership decks, social media-related items, partner resource kits,
 - Prepare and draft programmatic content, including but not limited to blog posts and programmatic decks.

Education and Qualifications: NFF expects the Reforestation Partnerships Associate to possess the following educational and experiential qualifications:

- Bachelor's degree or equivalent experience.
- Minimum of one (1) year experience with proven results in fundraising, communications, program development and/or management, and/or partnership development.
- Demonstrated commitment or willingness to learn about the environment, especially as it relates to the NFF mission and the Reforestation Program.

Abilities and Skills: NFF expects the Reforestation Partnerships Associate to possess the following proven abilities and skills:

- Ability to work independently, managing a variety of projects and tasks effectively, with minimal oversight, in a remote environment.
- Ability to represent the NFF with diverse partners and donors in a clear and professional manner through excellent written and oral communication skills, and excellent interpersonal skills.
- Ability to build partner and donor relationships by communicating the NFF mission and Reforestation Program with enthusiasm, passion, candor, and nuance.
- Excellent organizational skills with a strong attention to detail.
- Ability to work well and be flexible in a team-oriented environment.

Location: The position may be located anywhere in the United States with reliable Internet access.

Compensation: The NFF offers compensation commensurate with skills and experience and will include a competitive benefits package. Salary for this position will be in the \$36,000 to \$42,000 range commensurate with experience and considering locality.

To Apply: Please send a cover letter and resume in .pdf format **by July 14, 2021** to Sheree' Bombard at sbombard@nationalforests.org with subject line: "**Application for Reforestation Partnerships Associate.**"

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 website at: www.nationalforests.org