Illinois State Coordinator

**Location:** This is a work from home position. A central location that will allow for efficient statewide travel as well as travel to Springfield is preferred.

**Overview:** Pheasants Forever Inc. and Quail Forever (PF/QF) seeks a State Coordinator to work collaboratively with partner agencies and organizations (e.g. USDA NRCS and IL Department of Natural Resources) to coordinate and accelerate common conservation objectives related to upland wildlife habitat and other relevant landscapes. The overarching objective of the position is to provide state-level focus and coordination of current and future conservation program delivery, support and oversight of PF/QF staff, effective communication and collaboration with partners, and, ultimately, efficient and impactful mission delivery. The State Coordinator will develop and implement state-level habitat delivery programs and outcomes and seek and maintain funding for these efforts. The incumbent will work closely with other PF/QF staff and provide oversight and leadership for the conservation field staff within the state. We seek a creative, passionate, and dedicated individual to lead our efforts in the “Land of Lincoln.”

**Responsibilities:**
This individual will lead the Illinois Pheasants Forever and Quail Forever team to implement the organizational priorities in the state. Primary responsibilities will include:

- Maintain and expand existing conservation partnerships with agencies and other NGOs. Serve as the principle liaison with our partner agencies such as the IL Department of Natural Resources, USDA Natural Resources Conservation Service, USDA Farm Service Agency, US Fish and Wildlife Service, etc. Serve as the primary project manager for all partnership agreements.
- Provide supervision, management, and support to the talented Illinois PF/QF staff including Farm Bill Wildlife Biologists, Habitat Strike Team members and state Education and Outreach Coordinator.
- Discover, develop, coordinate, administer and manage grants and programs (e.g. State Pheasant and Habitat Stamp grants, State Wildlife grants, National Fish and Wildlife Foundation grants, North American Wetland Conservation Act grants, Build a Wildlife Area, etc.) which advance the PF/QF mission in Illinois.
- Strategically pursue and develop new partnerships in the public and private sectors, such as precision agriculture, energy industry, etc. that result in innovative habitat initiatives and programs.
- Work closely with Regional Representatives to plan and execute the annual State Meeting and other statewide events.
- Ensure continued funding of the position through grants, program recoveries, Illinois Arsenal Fund, the annual Gun-A-Week program, and other fundraising and financial support opportunities.
- Serve as the principle liaison to the Grants Administration Department to deliver grant funded mission; the Government Affairs team to coordinate state and federal legislative activities, responses, and relationships; the Marketing/Communications Team to provide materials and information to state-level media sources and communicate success stories from Illinois; The Education and Outreach Department to carry out R-3, habitat education, and related initiatives;
and the Development Department to support fundraising efforts with donors, foundations, and elite members in Illinois.

**Required Knowledge Skills and Abilities:**

- BS/BA in Related Field with at least 5 years of professional experience. MS or equivalent experience preferred.
- Excellent oral and written communication skills.
- Positive attitude and demonstrated ability to lead and coach effectively.
- Demonstrated organizational skills and attention to detail.
- Ability to work effectively with multiple partners and staff of varied experiences, personalities, and expectations.
- Ability to work independently with minimal direct supervision and balance a diverse and significant workload.

**Starting Salary:** To be determined based upon qualifications and experience.

**Application Closing Date:** June 17, 2020

**To Apply:** Visit the recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs).
For more information about the position, contact Kent Adams, East Region Director, 717.319.5575 or kadams@pheasantsforever.org

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