Coordinating Wildlife Biologist
Habitat Planning and Implementation Coordinator

Application Deadline: March 2, 2021
Location: Winnett, Montana
Anticipated Start Date: April 2021

The incumbent serves as a Coordinating Wildlife Biologist providing biological/wildlife technical expertise for the Winnett Agricultural Community Enhancement and Sustainability (ACES), World Wildlife Fund (WWF), US Fish and Wildlife Service Partners Program, Natural Resources Conservation Service (NRCS), Northern Great Plains Joint Venture (NGPJV), the Petroleum County Conservation District (PCCD) and Pheasants Forever (PF) to help deliver conservation programs to agriculture producers and landowners. This position will be an employee of, and be supervised by Pheasants Forever, Inc. with daily instruction and leadership provided by ACES and PF. Funding is provided by ACES, a National Fish and Wildlife Foundation Grant, WWF, and other state and local sources.

Duties:

- Provide technical assistance focusing on wildlife and range ecology to private landowners, public land lessees, government agencies, non-government organizations (NGO) and others.
  - Communicate project requirements, complete site visits, and develop contracts/plans for projects and participants, track project timelines and budgets.
  - Assist with landscape-level conservation planning, project prioritization, and project management support to the conservation partners in the area.
- Coordinate integration and cooperation between ACES, WWF, USFWS, NRCS, and other partners, with a focus on developing conservation projects prioritizing wildlife and related resource concerns.
  - Coordinate conservation efforts and project development to build collaborative conservation projects with multiple partners and funding sources, including: USFWS Partners Program funding, Farm Bill conservation programs (i.e. EQIP, ACEP and CRP), National Fish and Wildlife Foundation grant opportunities, WWF’s Ranch Systems and Viability Planning, and other program and grant funding opportunities.
  - Coordinate and track funding from partners for projects and submit reports to partners who provide funding.
  - Work with agencies and partners to develop, facilitate, and coordinate local contracts agreements, and volunteers.
  - Oversight and documentation of project work and develop and track landscape project implementation schedules.
- Conduct outreach, coordination and relationship-building with area ranchers, private landowners, local business-economic interests, NGOs, and local community groups (e.g., soil and water conservation districts). May include workshops, field tours, group presentations and conferences like at Society for Range Management (SRM), county/state fair, etc.
  - Work with various state and local agencies to coordinate success stories and leverage support for future restoration work in central Montana.
  - Showcase information from past and current projects to the public (i.e. presentations showing pre and post data for vegetation and wildlife populations, kiosk displays, social media posts, etc.).
- Seek new partnerships, write and secure grants, and develop agreements as appropriate to build the partnership, and subsequent conservation efforts in the area.
- Write and/or assist in the preparation of all performance reports, financial reports, and other grant related administration.
- Perform other job-related duties as assigned by supervisor.

Required Knowledge Skills and Abilities:

- Ability to communicate clearly and effectively with landowners and partner agencies.
- Ability to work independently with little supervision and with diverse clientele.
- Knowledge of wildlife ecology, wetland and grassland management including the ability to utilize various habitat management tools and techniques in the development of habitat management plans.
Knowledge of conservation and wildlife programs provided by Federal (i.e. Farm Bill, US Fish and Wildlife Service), State agencies and PF. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.

- Ability to apply and use GIS tools (i.e. GPS, ARC Map, etc.).
- Grant writing and grant administration skills.
- Fundraising skills preferred.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Valid driver’s license required; work vehicle provided; some use of personal vehicle required (mileage reimbursement provided).
- Able to obtain Federal Security Clearance.

**Training and Experience Guideline:** Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities. A general qualification guideline for this position is a Bachelor of Science Degree in Wildlife or Range Management or closely related natural resources field and/or related field experience. Experience working with private land habitat planning is highly desirable.

**Salary Range:** $40,000 + depending on experience; plus benefits.

**Application Requirements:** Please combine your cover letter, resume and 3 references into one Word document or PDF file on the Recruitment website. **To Apply:** Visit our recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)

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