



# NORTH DAKOTA WILDLIFE FEDERATION

## **Job Announcement**

Job Title: Western North Dakota Conservation Coordinator

Reports to: Executive Director

Compensation: \$42,000 - \$48,000, plus health benefits, retirement savings, and vacation leave.

Classification: Full-time, Exempt

Location: Watford City, ND, preferred, other Western ND cities possible

Founded in 1935, the North Wildlife Federation (NDWF) is a 501(c)(3) nonprofit organization dedicated to the conservation of wildlife, habitat, and access for North Dakota's hunters, anglers, and other outdoor users.

The North Dakota Wildlife Federation has a growing staff that works to support several thousand members around North Dakota and the nation, as well as a network of affiliated organizations around the state.

## **Essential Functions**

The Western North Dakota Conservation Coordinator will implement outreach and communications activities to support NDWF's statewide operations, including priority conservation habitat work, membership and affiliate club development, and in collaboration with other staff, develop outreach materials, procure and manage content for the organization's social media and website, and plan and implement outreach events. The position will also provide support for NDWF's outreach and conservation campaign activities.

## **Major Duties**

- Develop trusted relationships with area farmers and ranchers
- Development and implementation of long-term habitat protection strategies with private landowners interested in protecting their grasslands from conversion.
- Advocate for the long-term habitat protection and improvement of the Little Missouri National Grasslands.
- Oversee, implement, and manage NDWF's western North Dakota's habitat projects, including: coordinate project activities, secure funding partnerships, develop contracts, prepare reports, provide briefings to public and private entities, issue news releases and prepare other documents announcing and promoting the Federation's projects.
- Preparation of project agreements, maps, and GIS support material to carry out elements of Federation habitat projects
- Work with executive director, board, and other conservation groups involved in natural resource planning at local, state, regional, and national levels.
- Develop and maintain a system to track project deliverables and expenditures, report project accomplishments and measure outcomes.



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- In consultation with Executive Director, develop compelling outreach materials, including fact sheets, brochures, and other outreach materials on priority issues.
- Organize and publicize events to support membership and affiliate club development in western North Dakota.
- Participate in regular staff meetings and other activities to keep colleagues up to date on habitat projects, membership development, and grassroots mobilization activities.
- Other miscellaneous tasks as assigned.

### **Qualifications**

- Experience in grassroots organizing, conservation and habitat project development, and data management.
- Knowledge and experience in the theory, principles, and methods of wildlife management and landscape level conservation.
- Excellent writing, editing, and communication skills.
- Skill in the use of standard office software.
- Commitment to building a diverse and inclusive grassroots organization.
- Ability to organize workload, manage time, and work independently to meet organizational objectives and deadlines.
- Ability to work in a collaborative environment and share work with other staff.
- Enthusiasm for fish and wildlife conservation and the promotion of hunting, fishing, and outdoor recreation heritage.
- Ability to work collaboratively with other conservation groups and community partners.

### **To Apply**

Send a letter of interest, resume and three references to [contact.ndwf@gmail.org](mailto:contact.ndwf@gmail.org). Application review will begin on December 15<sup>th</sup> and continue until the position is filled. Questions? Please email [contact.ndwf@gmail.org](mailto:contact.ndwf@gmail.org) for the fastest response.