

American Forest Foundation Job Description

Job Title: Manager, Prescribed Fire

FLSA Status: Exempt

Reports to: Senior Vice President, Center for Conservation Solutions

Job Summary:

The Manager, Prescribed Fire, in conjunction with the Senior Vice President, Center for Conservation Solutions, is responsible for the development and implementation of partnerships that strengthen and improve family forest owners' ability to use prescribed fire to conserve forest ecosystems.

Essential Accountabilities/Responsibilities:

The primary functions of this position include, but are not limited to the following:

- Identify and develop partnerships with Prescribed Fire Councils at the national and state level that increase family forest owner understanding and use of prescribed fire
- Manage a small grants program to help Prescribed Fire Councils engage family forest owners
- In conjunction with Development Staff, develop grant proposals to support the implementation of prescribed fire initiatives from both private and governmental sources
- Oversee all aspects of AFF's prescribed fire initiatives around the country
- Develop and maintain a thorough understanding of current and developing issues impacting use of prescribed fire and work with AFF policy staff as needed
- Work with AFF Communications staff to implement strategies to raise awareness of the role of prescribed fire on family forests
- Work with AFF Development staff to pursue external funding for prescribed fire
- Contribute to Center for Conservation Solutions team projects

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

BS degree from an accredited college or university in Forestry or Wildlife Management required. MS in Forestry or Conservation preferred.

Required specific experience:

- On-the-ground prescribed fire management experience
- Proven ability to work collaboratively with a diverse constituent base
- Demonstrated understanding of forest ecosystems, conservation biology, and private land ownership issues related to the management of forestland for imperiled species
- An in-depth knowledge of prescribed fire use for conservation purposes
- Ability to manage multiple projects simultaneously
- Ability to use independent judgment and to manage and impart information to a range of constituencies
- Ability to foster a cooperative, team-oriented work environment
- Ability to communicate effectively -- to listen, influence, motivate, and lead.
- Exceptional written and verbal communication skills; ability to develop and deliver presentations.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be proficient on an IBM-PC using Microsoft Office, MS Word, MS Excel, MS PowerPoint, HTML, and various internet search engines. Experience with database applications required.

Certificates and Licenses:

None Required

Required Personal Attributes:

- Strategic thinker who can implement positive change
- Excellent organizational skills with attention to detail and the ability to effectively plan and problem solve
- Results-oriented with a keen understanding of the steps necessary to achieve goals on deadline and within budget
- Strong initiative, a self-starter with tenacity, resilience and high energy
- A sound work ethic with the ability to act both independently and as part of a team
- A firm commitment to working in a collaborative environment
- Personable and flexible with the ability to work under pressure
- Time management skills, with the ability to prioritize, coordinate and manage multiple priorities
- Ability to interact with a wide variety of constituencies, including senior level business, volunteer, and community leaders
- Displays discretion and the ability to deal with sensitive issues in a professional manner
- Excellent judgment, tact, and integrity, especially when dealing with donors, board members, volunteers, and the public at large

Supervisory Responsibilities:

This position directly supervises the following positions:

None

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Atmosphere and environment associated with a normal office.
- The noise level in the work environment is usually moderate.

Vision Requirement:

Both close and distance vision are required to perform the duties of this job.

Physical Demands:

Some evening and weekend work is required, and occasional travel will be necessary.

The responsibilities outlined above are indicative of the physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity	Less than 1/3 of time	Between 1/3 & 2/3 of time	More than 2/3 of time
Stand	X		
Walk		X	
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms		X	
Climb or balance	X		
Stoop, kneel, crouch or crawl	X		
Talk or hear			X
Taste or smell	X		
Lifting/Carrying up to 10 lbs.		X	
Lifting/Carrying up to 25 lbs.	X		
Lifting/Carrying up to 50 lbs.			
Lifting/Carrying up to 100 lbs.			
Lifting/Carrying more than 100 lbs.			

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

APPROVED: Supervisor/Manager

Date

ACKNOWLEDGED: Employee

Date