



The Mission of the Mule Deer Foundation is to ensure the conservation of mule deer, black-tailed deer, and their habitat.

MDF Habitat Partnership Coordinator Position

The Mule Deer Foundation (MDF) is seeking a term (3 year with possibility of extension) wildlife biologist to function as a Habitat Partnership Coordinator (Coordinator) to work with the Medicine Bow – Routt National Forests and Thunder Basin National Grassland on high priority habitat projects on the Medicine Bow – Routt National Forest (MBR) in southcentral WY. The Coordinator will be a shared position with MDF and MBR, be based in Saratoga or Laramie, WY, and will report directly to the MDF Region 2 Regional Conservation Coordinator. The position will work closely with MDF and MBR staff, MDF conservation partners, Wyoming Game and Fish Department (WGF), and other local stakeholders to identify, plan, and implement habitat projects on US Forest Service lands in coordination with the Landscape Vegetation Analysis project (LaVA) which includes fire restoration, migration and winter range conservation, and other habitat work. Coordinator will provide project planning, project management, agreement and contract management, and program development support to work associated with habitat project implementation. The Coordinator is responsible for developing, implementing, and managing collaborative stewardship and conservation programs on federal lands managed by the U.S. Forest Service, while working with local stakeholders including local communities, conservation NGOs, federal and state agencies, and private sector partners to support strategic initiatives and long-term goals of the MDF on the MBR.

Responsibilities

The MDF Habitat Coordinator is responsible for:

- a. Develop and implement projects which are outlined within the LaVA FEIS and Record of Decision (<https://www.fs.usda.gov/project/?project=51255>), or other NEPA documents, including but not limited to: mechanical vegetation treatments and prescribed burning to modify shrublands, juniper woodlands, lodgepole pine, mixed-conifer, and spruce-fir habitats to benefit a multitude of wildlife species.
- b. Create specific individual projects on behalf of the Forest Service, which may be carried out through, but not limited to, separate funded agreements and/or contracts as decided and agreed to by both parties.
- c. Develop contracts and grant/agreement documents for projects and partnerships.
- d. Serve as project lead to oversee project design and coordinate the implementation of those projects completing follow-up monitoring and reporting when required
- e. Provide internal coordination with Forest Service staff.
- f. Organize the pieces to complete implementation of projects.
- g. Complete implementation when applicable and capable.
- h. Submit follow-up reporting documentation.
- i. Build community support.

- j. Secure additional funding through Mule Deer Foundation or other partner networks.

Essential Duties

- Build and maintain close and mutually beneficial collaborative relationships among federal and state land management agencies, NGO partners, and MDF partners to implement effective landscape scale conservation and stewardship partnerships.
- Develop scope of work for stewardship and conservation projects on the MBR but also may consider project which occur across various land ownerships and land uses.
- Coordinate with MBR and WGF staff to develop, modify, manage, and track all aspects (including budgets, contracting mechanisms, and accomplishments) of habitat projects associated with forest restoration projects (e.g., hand thinning, mechanical thinning, mastication, biomass removal, prescribed fire, etc.) that benefit mule deer and other wildlife.
- Ensure timely and accurate monthly administrative and financial obligation actions including invoicing and reporting efforts, including identifying and executing necessary amendments, for contracts and grant-funded stewardship work.
- Build new partnerships to strengthen MBR and MDF ability to support on-the-ground restoration and enhancement projects that benefit conserve natural systems and expand outdoor experiences.
- Maintain a breadth of knowledge about current and emerging issues, policy development, and innovations in the field of stewardship activity and conservation programming to enhance MDF program effectiveness.

Education and Qualifications

- Education: Minimum of an undergraduate degree in natural resources field (wildlife, conservation, forestry, environmental science, or related field).
- Work Experience: Minimum two years (2) of work experience managing habitat projects, or similar conservation programs, including project planning, and/or project implementation, preferably on state or federal lands (preference will be given to work within US Forest Service).
- Project Management: Experience managing project planning and implementation that involves multiple organizations, stakeholder teams, and funders, including experience managing grants and/or contracts, project budgets and timelines, contractor oversight and compliance monitoring, and reporting and invoicing requirements.
- Project Coordination: Experience in project planning and implementation activities that involve multiple partners and diverse scopes of work.
- Outreach and Engagement: Experience with community outreach and education efforts about land management, wildfire mitigation, restoration, forest health, or other conservation-related topics across diverse stakeholders is preferred.

- Agreement/Contract Management: Experience working with U.S. Forest Service, or other federal agency, agreements, such as or similar to Stewardship Agreements and Challenge Cost Share Agreements, or other contracts to implement habitat projects.
- Land and Watershed Management: Experience with land and watershed science, policy, and management, including forest restoration, forest health, fire science, vegetation management, wildlife conservation, and/or meadow and stream restoration.
- A strong understanding of natural resource issues in Wyoming.
- Excellent communication, interpersonal, organizational, and administrative skills. and
- Strong writing skills and public speaking experience.

Abilities and Skills

- Ability to work with a wide range of people with differing and sometimes conflicting opinions.
- Ability and willingness to work independently, work in outdoor conditions, telework when necessary, and maintain a flexible work schedule if needed.
- Ability to work well and be flexible in a team-oriented environment.
- Ability to represent MDF in a clear and professional manner through excellent written and oral communication, and interpersonal skills. and
- A strong attention to detail, with skill in working in a timely and well-organized fashion.

Salary/Benefits - \$62 - 65K, DOE. Health Insurance and 401K

Application Deadline: April 1, 2024, tentative starting date is May 15, 2024

Location: Saratoga or Laramie, WY

To Apply: Application through email only. Please send ***cover letter, resume and 3 references*** (combined into one (1) document - MS Word or PDF) with a subject line of - **"MDF MBR Habitat Partnership Coordinator Job Application"** to conservation@muledeer.org.

Application Deadline: 04/01/2024

Anticipated Start Date: 05/15/2024

Contacts: If you have questions, please contact Nicole Reed- MDF Region 2 Regional Conservation Coordinator at nicole@muledeer.org

Successful candidate will be required to pass a background check and drug test as condition of employment with MDF.

MDF is an equal opportunity employer and a drug free workplace.

Additional requirements for working in a federal office may be required.