



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

Mule Deer Habitat Project Manager - Wyoming

Title: Project Manager
Location: Uinta Wasatch Cache National Forest - Mt. View, WY or Evanston, WY
Classification: Full-time, Salary/Exempt
Salary: \$45,000 - \$60,000 based on qualifications and experience, plus benefits (Healthcare, Paid Time Off, 401k).

Application Deadline: Open until filled - Preference will be given to applications received by May 7th

Anticipated Start Date: May/June 2024

Position Description: The Mule Deer Foundation (MDF) is seeking applicants for one Project Manager to assist with habitat projects on the USFS lands. This position is a full-time, field-based, position that will help deliver the mission of MDF on USFS lands. This is a term, 2-year position with the possibility of extension based on funding.

The Project Manager will work closely with MDF staff and US Forest Service personnel to plan, implement, and monitor projects associated with the MDF USFS Partnership Agreements. MDF's Regional Conservation Coordinators will supervise and direct work duties within their appropriate territory. Project work will include, but not be limited to: project planning, project layout, timber sale prep, habitat unit boundary delineation, quality control inspections, monitoring, and other duties. The overall project objectives are implementation of active forest management, reducing wildfire risk, and enhancing habitat, watershed, and soil conditions for mule deer and other wildlife.

Specific Considerations

- The position may be located in a USFS office, but remote work from home will be required if USFS office space is not available.
- There is a possibility of rental seasonal housing at USFS locations.
- Preference will be given to local candidates or those willing to relocate to identified communities.
- A valid driver's license and reliable vehicle is required, reimbursement for personal vehicle use is provided. There is the possibility of access to a Forest Service vehicle for the successful applicant.
- Must be able to traverse rough terrain, function well in inclement weather, be familiar with backcountry travel & safety, and able to operate federal on/off-road vehicles.

Responsibilities:

- Manage habitat projects undertaken by MDF with conservation partners.
- Build and maintain close and mutually beneficial collaborative relationships among federal and state land and wildlife management agencies, NGO partners, private landowners and other MDF partners.
- Develop scope of work for habitat projects (e.g., hand or mechanical thinning, mastication, biomass removal, prescribed fire, planting/seeding, riparian restoration, infrastructure improvement, etc.) across various land ownerships and land uses.
- Coordinate with MDF and partners' staff to develop, modify, manage, and track required documentation such as budgets, contracting mechanisms, required reporting, etc. for habitat projects that benefit mule deer or black-tailed deer.
- Ensure timely and accurate monthly invoicing and reporting efforts, including identifying and executing necessary amendments, for contracts and grant-funded habitat work.
- Strengthen MDF ability to support on-the-ground restoration and enhancement projects that benefit and conserve ecosystems and expand outdoor experiences.
- Maintain a breadth of knowledge about current and emerging issues, policy development, and innovations in the federal and state habitat partnership programs to enhance MDF program effectiveness.
- Build community support and conduct outreach activities that promote ecosystem function, conservation ethos, science-based game management, public access and hunting as both a management tool and a culturally significant pursuit.
- Secure additional funding through Mule Deer Foundation or other partner networks.
- Keep MDF supervisor and executive staff informed on work/projects and coordinate with other MDF staff.
- Supervise MDF or consultant project quality control inspectors as necessary.
- Other duties as assigned.

Education requirements: Bachelor's degree or higher in Wildlife Management/Science, Forestry, Ecology, Wildfire Science, or closely related fields.

Experience requirement: 2+ years of experience in related fields.

- Knowledge of wildlife management, forestry techniques, wildfire/fuels, and/or project management.
- Familiar with USFS, NEPA, stewardship agreements and other policy associated with project management, and working with contractors.
- Experience or working knowledge of habitat issues in the appropriate region.
- GIS, remote sensing, Avenza and OnX maps, Office software, social media platform familiarity preferred.
- Detail oriented, self-motivated and the ability to multitask with minimal supervision.
- Excellent communication, interpersonal, organizational, and administrative skills.
- Ability to work with a wide range of people with differing and sometimes conflicting opinions.
- Integrity and proficiency with budgeting, invoicing, and partnership communications.
- Ability to represent MDF in a clear and professional manner through written and oral communication.

- Ability and comfort working independently and in remote locations.
- Ability and willingness to work within the team mission, work in outdoor conditions, telework when necessary, and maintain a flexible work schedule if needed.
- Some weekend work and travel outside of duty location will be required.

To Apply: Please send a cover letter, resume, and three references combined into in a single document (MS Word or PDF (preferred)) with a subject line of “**MDF Project Manager - WY**” to conservation@muledeer.org.

For any additional questions please contact Nicole Reed-Fickel at nicole@muledeer.org or 307-321- 3252.

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.