POSITION ANNOUNCEMENT

File reference: 2012 Executive Director

Position Title: Executive Director
Southern Group of State Foresters

Location: Negotiable Location within the Southeastern US

Salary: Commensurate with experience.

Closing Date: Applications will be considered until the position is filled; however, applicants should submit application by midnight August 17, 2012 for full consideration.

Minimum Qualifications: A bachelor’s degree in natural resources, political science, communications, environmental education or equivalent field and five years of experience in a related natural resource management and/or leadership role are required. Master’s degree desired. Excellent communication skills and demonstrated ability to work collaboratively with and motivate others to achieve results in a team setting are required.

Employment Status: Appointment will be as a contractor for the Southern Group State Foresters (SGSF) Administrative-Professional.

Introduction
The Southern Group of State Foresters is a unique partnership among thirteen Southern State Foresters and two Territorial counterparts¹ whose mission is to promote science-based forest management that serves the values of society by ensuring the health and sustainability of southern forests. The Southern Group of State Foresters is a 501, C, 3 non-profit corporation

Job Description
The Executive Director will provide leadership, coordination, strategic planning and public outreach on behalf of the Southern Group of State Foresters (SGSF). The Executive Director serves the SGSF in accordance with the SGSF Bylaws and will report to and be guided by the Executive Committee of the SGSF. This position will serve as a point of contact and

¹ Southern states include, Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Louisiana and Virginia. Territories include, Virgin Islands and Puerto Rica.
coordination for the officers of the organization and the entire membership regarding group decisions.

**Duties**

**Leadership**

- Function as team leader in working with other SGSF contractors to encourage coordination of activities and direction of services provided to the entire SGSF membership.
- Assist with planning of all SGSF meetings and with other administrative duties as directed by the Chair of SGSF.
- Provide leadership and coordination of SGSF capabilities for addressing current and emerging natural resource and forest product market issues of south wide importance.
- In consultation with other SGSF contractors, this position will serve as a point of coordination for the SGSF, the National Association of State Foresters (NASF), the USDA Forest Service, other State and Federal agencies, private and non-profit organizations and the general public in fulfilling information requests and providing leadership and coordination on current and emerging issues in the South, program development and budgeting, communications, marketing, and other important strategic actions.
- Serves as a liaison and staff resource on forestry issues to numerous NGOs including the Southern Governors’ Association, the National Wild Turkey Federation, the Southeastern Association of Fish and Wildlife Agencies, the Quality Deer Management Association, the American Chestnut Foundation etc..
- In coordination with other SGSF contractors represents the SGSF in discussions and issues of southern concern, to include budget planning and execution, improved program delivery, regional and national meetings with partners, work planning and prioritization and promotion of southern activities.
- In coordination with the U.S. Forest Service Southern Research Station contractor, consults with southern Forest Service Research Stations, research organizations, colleges and universities and others, in pointing out needs for improved or new scientific research and methods to increase effectiveness in natural resource management.

**Communication and Program Delivery**

- Coordinates and provides staff support to SGSF Committees and/or Task Forces and encourages Federal liaison participation as appropriate.
- Provides leadership and encourages coordination between State and Federal officials, private landowners, industries, other agencies and associations in negotiating and achieving progress toward accomplishment of balanced cooperative programs.
- Maintains a broad network of contacts with other agencies, interest groups and organizations.
- Coordinates and promotes the development and maintenance of necessary communication and outreach tools such as brochures, websites, issue papers, videos and information databases. Facilitates field tours and other outreach activities.
- Provides an information clearinghouse on southern State and Territorial Forestry agencies, their staffs, and related activities, accomplishments, publications and priorities.
- Promotes and maintains good relationships with USDA Forest Service partners and facilitates improved communication among southern States and Regions.
- Actively promotes the success and accomplishments of the SGSF and related partners and beneficiaries.
- Assesses the nature and extent to which southern State and Private Forestry (S&PF) programs and staff, at both the State and Federal levels, are meeting national and regional resource management and protection needs.
- Assists in developing strategies for change or improvement when necessary. In consultation with other SGSF contractors promotes public understanding of and support for southern forest management and fire protection needs.
- Coordinates development and maintenance of the SGSF Website
Budget Planning and Execution

- Manages financial resources of the Executive Director and ensures that available funds are used responsibly and appropriately in the accomplishment of southwide SGSF goals.
- Works with members and SGSF contractors to determine southwide budget priorities and desired program funding levels.
- In consultation with other SGSF contractors, facilitates southern States’ input into regional and national budget strategies and related allocation, distribution or focused funding activities.
- Provides leadership in researching and pursuing non-traditional project funding sources.

Position Requirements:

Skills and Background

The candidate must have a working knowledge of natural resources management and associated management skills to coordinate, develop and promote programs and funding per the direction of the Executive Board that transcend State and Regional boundaries. This is a leadership and coordination position that assists SGSF and the Executive Committee in achieving long term resource management and economic objectives. Therefore, the ability to effectively deal with work-related interactions that may be sensitive and challenging is important.

The candidate should possess a working knowledge of State and U.S. Forest Service roles, responsibilities, policies, regulations, missions, goals, objectives and programs related to the mission of State and Private Forestry. Professional knowledge in the fields of forest pest management, wildland fire, urban and rural forestry, natural resource management and State resources planning is desired along with knowledge of other Federal, State and local governments’ organizations, operations, laws and policies to the extent necessary to accomplish the full range of duties involved in State and Private Forestry Programs.

The successful candidate must be able to demonstrate excellent oral and written communication skills and demonstrate the ability to motivate others and to work as part of a team in collaborating to achieve significant results in forest use and conservation. He/she must also be able to network with many organizations and individuals with diverse interests through a variety of techniques and methodologies that encourage consensus and agreement on a variety of issues. An understanding of research methodologies, technology transfer and practical application is important. Successful candidates will also need to have extensive professional experience in developing and nurturing productive and mutually respectful working relationships with a great diversity of people and viewpoints.

Management

The SGSF Executive Director facilitates and assists the SGSF with the guidance of broad policy and program objectives, statutory requirements and budget. Subject to direction of the Executive Committee and in consultation with other SGSF contractors, the Executive Director facilitates development of long-range direction for the coordination of State and Private Forestry of consequence to Southern forestry. The SGSF Executive Director must function as a team leader for other SGSF contractors to facilitate program delivery to the SGSF Executive Committee. As such, the successful candidate must have the ability to coordinate with other SGSF contractors in the development of annual work plans and budgets and encourage collaboration to promote efficient delivery of services to the membership.

Complexity

The position requires a dynamic leader who can provide sound advice and input into forestry practices and issues on all forest land. The candidate should incorporate potential SGSF program impacts and sound administrative judgment into this advice and input. The incumbent must be experienced in making sound, factual determinations on complex and sensitive social and political issues that result in responsible allocation of resources. The successful candidate must be
able to meet and influence people in a wide variety of responsibilities and with divergent interests. It is also essential that the candidate exercise effective communication and collaboration with USFS Region 8, Regional Forester, USDA Forest Service Research Station Directors, State Foresters and Territorial Foresters, and their staffs to enhance Southern State and Private Forestry Program and related State agency goals and priorities. The incumbent must also provide coordination and continuity to S&PF programs that complement forest management objectives and activities of other State and Federal land management agencies.

Contacts
Contacts are with Southern State and Territorial Foresters, other SGSF contractors, USDA Forest Service Regional Forester, USDA Forest Service Research Station, and S&PF staff teams, Washington Office staffs, representatives of the Southern Governors’ Association, and other State officials, State Land Boards, other Federal resource agency administrators, wood-using industries, State fire associations, university administrators and professors, private consultants, private landowners, consumer groups, members of the media and environmental and conservation groups.

Physical Demands
Work involves significant amounts of travel to meetings, southern states, regions, the Washington Office, Congressional Offices, Tribal Lands, rural communities, and other site visits to interact with interest groups, landowners, and communities. Some physical activity is required for site visits and fieldtrips.

Work Environment
The work is accomplished in a variety of settings including offices, conference rooms, workshops, and outdoor site visits, and fieldtrips. Some exposure to inclement weather or movement over uneven terrain is expected.

Application Information
Applications for the Position of SGSF Executive can be sent electronically to the following:

Michael L. Countess
Policy Analyst
Southern Group of State Foresters
mike.countess@tn.gov

Questions or concerns about the application process may be directed to:
Michael L. Countess
mike.countess@tn.gov
and/or
Linda Casey
linda.casey@forestry.alabama.gov

Required Application Materials: The Southern Group of State Foresters does not use an application form, and no application forms from other organizations will be accepted. Interested applicants must submit all of the following to be considered:
1) Letter of application no longer than two pages (one sided) that includes statements describing the skills you have that meet the specific qualifications and responsibilities described for this position
2) Résumé/curriculum vitae no longer that three pages (one sided) including mailing address as well as email address
3) Professional References with names, addresses, affiliation, phone numbers, and e-mail addresses from five individuals including your last three supervisors, if applicable.
4) Official college transcripts (stating a degree was awarded and cumulative GPA listed); photocopies or scanned copies are acceptable.

5) Continuing Education (Optional): Additional pages may be included that list certifications, continuing education credits, etc.

6) A response (no longer than a paragraph) to each of the following questions:

- What are the greatest opportunities for SGSF to be successful in promoting sustainability of Southern forests?
- What are your most helpful and influential skill sets that can assist SGSF in achieving its organizational goals and objectives?
- What will be the most important and effective public forestry programs in the future?

An email notification confirming receipt of application material and adequacy will be sent to each applicant. Please allow at least two to three weeks after the closing date for SGSF to review application materials and determine candidates selected for interview. Applicants not selected for an interview will be notified by SGSF when the selection process is complete.

**Background Investigations:**
SGSF will conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, Department of Homeland Security employment eligibility and motor vehicle history.

**Nondiscrimination Status:** Southern Group of State Foresters is an equal opportunity/affirmative action employer and complies with all federal and state laws, regulations, and executive orders regarding affirmative action requirements including compliance with Department of Homeland Security, U.S. Citizenship and Immigration Services Form I-9 (Employment Eligibility Verification).