

VERMONT HOUSING AND CONSERVATION BOARD
Vermont Farm & Forest Viability Program
JOB DESCRIPTION

Position: Forest Program Specialist
Reports to: Viability Program Director
Classification: Regular, full-time, exempt

Are you interested in joining a team of dedicated colleagues in a collaborative and mission-based working environment? At VHCB we are making a significant impact creating affordable housing for Vermonters, conserving and protecting Vermont's farms and forests, and growing sustainable working lands businesses. The Vermont Farm & Forest Viability Program is an innovative and thriving VHCB program that provides in-depth business coaching to over 100 farm and forest businesses a year. We also run grant programs that help improve water quality and invest in working lands infrastructure, and support forest landowners to keep their forests intact and vibrant.

Position Summary:

The Forest Program Specialist is a full time, 40 hour per week position focused on the growth and management of the Viability Program's forest landowner programming. This is a dynamic position that will work collaboratively with the Viability Program Director and VHCB Conservation staff.

Vermont's forests are integral to our economy and our ability to adapt to climate change, improve water quality, and protect biodiversity. The majority of our forests are privately owned and are facing increasing development pressure, making the need to protect and conserve these lands even more urgent. Since 2014, VHCB has been running our Forestland Transfer Planning Program on a small scale in partnership with the Vermont Woodlands Association and Vermont Coverts, and in 2021 we conducted a stakeholder engagement process to develop the next stage of growth for this program. This position will take this program from pilot phase to operational, scaling quickly but deliberately to meet the high level of need.

The Forest Landowner Program Manager will also perform duties and engage in projects across the Viability Program's work areas as needed and based on skills. This may include communications, water quality grants, reporting to federal and state funders, and farm/forest business programming.

Responsibilities:

1. Program Development

- Develop and maintain a network of forest landowner service providers who can deliver comprehensive landowner training in transfer planning, facilitation, and legal and tax issues
- Manage enrollment, evaluation, client tracking
- Participate in program fundraising/grant management: seek and apply for funding as needed, develop program reports for funders, and track program budget
- Collaborate closely with Program Director and VHCB Conservation staff

2. Communications, Outreach, and Marketing

- Conduct site visits to forest landowners to collect data, impact stories, and photos/videos
- Draft digital and hard copy communications materials using existing data and success stories for outreach to service providers, land owners, funders, and partners
- Assist with annual report and other reports to funders

- Attend relevant events to provide information and outreach

3. Grants and Contracts Administration

- Manage an annual Request for Applications process to solicit contracts for forest landowner services
- Write and manage contractual documents, review invoices, and track program spending
- Ensure compliance with federal and state funding sources

4. Additional tasks:

- Work on other Viability Program focus areas as needed, which may include program communications, water quality grants, reporting to federal and state funders, and farm/forest business planning
- Work with Viability team to expand and deepen VHCB's justice, equity, diversity, and inclusion practice
- Participating in VHCB-wide initiatives and professional development
- Develop presentations for the Vermont Legislature
- Other special projects as assigned

Qualifications: The Program Manager should be someone who thrives in a team-based work environment and is also incredibly self-motivated, has a deep commitment to the health of Vermont's forests, loves keeping projects organized and on track, and is a problem-solver. We are seeking an individual with the following qualifications:

- 2-5 years of experience in forestry, forest economy, or natural resources management
- 2-5 years of experience in program development and program management
- Experience in working lands sector (farm and forest economy)
- Excellent written and verbal communication, organizational skills, attention to detail, and ability to manage many concurrent projects in a busy environment
- Cooperative and communicative attitude as well as strong interpersonal skills
- Experience working with data sets and databases
- Proficiency with Microsoft Office suite
- A valid driver's license is necessary as some travel is required
- Photography, graphic design, and/or website development experience preferred but not required
- A commitment to the mission of the Vermont Housing and Conservation Board

VHCB encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.

Salary & Benefits: This is a full-time (40 hr/week) position with a salary range of \$54,000-\$58,000. This position will include a mix of remote and in-person work. Excellent, comprehensive benefit package included.

To Apply: Please send letter of interest and resume to jobs@vhcb.org by August 26th, 2022.