

U.S. Endowment for Forestry and Communities

Job Description – Senior Vice President

Position Title: Senior Vice President, U.S. Endowment for Forestry and Communities

Background. The U.S. Endowment for Forestry & Communities (the Endowment) is a charitable foundation capitalized with a \$200 million endowment from a 2006 U.S.-Canada trade agreement. We work collaboratively with partners in the public and private sectors to make systemic, transformative and sustainable change to promote the vitality of the nation’s working forests and forest-reliant communities. Headquartered in Greenville, South Carolina, the Endowment is governed by a 13-member board of nationally recognized experts in the rural development and forestry sectors and staffed by four professionals. In 2009 our partnerships and grants supported the creation of Forest Investment Zones in three regions; a Healthy Watersheds initiative with the USDA Natural Resources Conservation Service; and a collaborative to create the nation’s first database of conservation easements. We seek to “do what others can’t or won’t” to meet our twin goals of sustainable forestry and healthy forest-reliant communities.

Essential Duties & Responsibilities. We are looking for a senior person to complement our President with an extensive background in private-sector sustainable forestry and our Vice President with deep experience in grassroots community development in forested regions. The successful candidate will have substantive knowledge in natural resources, experience in strategic grantmaking at a regional or national level and effective skills in partnering and leveraging public and private resources. Specifically, the Senior Vice President will:

- **Strategic thinking.** Work with the President, other program staff and the board to further develop the Endowment’s vision and strategic directions, ensuring that our work to promote healthy working forests is integrated with our work to strengthen forest-reliant communities;
- **Leveraging.** Develop partnerships and joint ventures with public agencies, philanthropy, business and other collaborators to extend the Endowment’s program and financial investments;
- **Focused grantmaking.** Work as a program officer in the sustainable forestry/forest-reliant communities arena, crafting targeted requests for proposals and coordinating teams of external reviewers;
- **Compliance.** Serve as the lead staff to ensure that the organization is run efficiently and in compliance with all regulatory and contractual obligations; and
- **Evaluation.** Design and execute a rigorous monitoring and evaluation program across all programmatic investments to ensure that the Endowment is effectively using its resources to advance its vision.

REQUIRED Skills, Education/Training and Experience.

- 15+ years of proven experience with increasing levels of management and programmatic responsibility in a non-profit organization with regional or national scope;
- Substantive familiarity with natural resources and community development issues;
- Masters Degree in Public Administration, Natural Resource Management, Business or related field;
- Strong work ethic, mission driven, flexible team player in a small organization;
- Strong communications skills – oral and written; and
- Familiarity with bridging separate sectors to pursue a common vision.

PREFERRED Knowledge, Skills, Education/Training and Experience.

- Track record in developing an effective program evaluation system; and
- Experience in the philanthropic sector, at the management and strategic levels.

Location: Southeastern U.S. Prefer relocation if not within reasonable proximity to current headquarters location – Greenville, S.C. Located in upstate South Carolina in the foothills of the Blue Ridge Mountains, Greenville has a nationally-recognized reinvented downtown, vibrant arts, nearby universities, affordable real estate and strong neighborhoods.

Salary: Competitive and commensurate with experience.

Send cover letter summarizing aspirations, skills and experience with resume and 3 references to debbywarren@earthlink.net. **Materials must be received not later than February 15, 2010.** The desired candidate will be identified not later than March 22, 2010.

Equal Opportunity Employment Policy

The Endowment is an Equal Opportunity Employer.