



JOB OPPORTUNITY: PROGRAM COORDINATOR

Job Title: Program Coordinator

Full-time/Part-time: Full-time

Application Timeline: Rolling with applications accepted until January 31, 2024

Location: Greenville, SC preferred with remote possible

Salary Range: \$62,000-\$67,000

Preferred Start Date: March 2024

ABOUT THE U.S. ENDOWMENT FOR FORESTRY AND COMMUNITIES

The [U.S. Endowment for Forestry and Communities](#), Inc. (Endowment) is a not-for-profit public charity. It was established September 21, 2006, at the request of the governments of the U.S. and Canada in accordance with the terms of the 2006 Softwood Lumber Agreement between the two countries.

Mission: The Endowment collaborates with partners in the public and private sectors to advance systemic, transformative, and sustainable change for the health and vitality of the nation's working forests and forest-reliant communities.

Vision: America's forests are sustainably managed to meet broad societal objectives such as marketable products, clean waters, wildlife habitats and other ecological services while ensuring healthy and vibrant forest-reliant communities.

As the Nation's largest public charity dedicated to keeping our working forests working and ensuring their bounty for current and future generations, Endowment staff seek to deploy the creativity and power of markets to advance our mission.

The organization's revenue is generated from a perpetual endowment and functions as a grant-giving organization that has made more than 200 grants, loans, or other investments throughout its history. Partnership and collaboration are heavily valued, and staff actively engage in raising matching funds from and collaborating with federal and state agencies, philanthropies, and corporations. Since inception, more than \$100 million of Endowment funds have been committed that leveraged more than \$750 million from partners.

ABOUT THE PROGRAM COORDINATOR POSITION

We are looking for a creative and self-motivated professional to work with our programmatic team to support organizational efficiency by coordinating program-related activities. This person will be a critical liaison between financial, administrative, and programmatic staff and play a role in all parts of the organization by managing reporting, scheduling, and researching requests from program staff while also supporting grants management with the Director of Grants & Contract Compliance. A person will be successful in this position if they are flexible, work well with multiple stakeholders, have excellent attention-to-detail, adapt well to learning new programs and software, and have a strong passion or background in natural resources, particularly forestry, and interest in

business/nonprofit administration. The person selected for this position will likely learn or enhance their skillsets in the art and science of grant-making and investments; program management activities such as project budgeting, fundraising proposals, and project development; and the tools needed for robust research and analytics. We are a small team of 13 employees with half located at our Greenville headquarters and the other half remote, and this position will work closely with both in-person and remote staff. This individual will report to the Program Officer position while also directly supporting the Director of Grants & Contract Compliance.

RESPONSIBILITIES AND DUTES

Program Support and Coordination (50%)

- Support Program Officers in reporting, scheduling, and coordination of program-related activities.
- Assist Program Officers in project investment opportunities.
- Provide support for fundraising proposals.
- Assist with program evaluation and identification and tracking of key metrics and performance indicators.
- Develop good working relationships with partners and funders at government agencies, private companies, non-profits, universities, and others.

Grants & Contract Management (30%)

- Assist Director of Grants & Contract Compliance in using Salesforce-based system for contracts, requests for proposals, contract modifications, and grantee support.
- Assist with quarterly federal reporting in coordination with Program Officers, Finance, and Director of Grants and Contract Compliance.
- Provide support on data clean up, analysis, reporting, and special projects.
- Assist program team with Salesforce related tasks and data input.

Program Analysis (20%)

- Initiate and respond to Program Officer requests for research and information.
- Conduct research on third-party and internal data as needed and create insightful presentations on results to staff and Board.

QUALIFICATIONS AND EXPERIENCE

- U.S. citizen or non-citizen with all appropriate visas and paperwork.
- Bachelor's degree, preferably in natural resource management, environmental science, forestry or related fields.
- Three years professional experience required. Advanced education may be counted towards some years of professional experience.
- Proficient in Office 365 applications (SharePoint, Outlook, Word, PowerPoint and Excel).
- Strong interest in forestry or forest management preferred.
- Interest or background in business or non-profit management a plus.
- Proficient in data analysis and analytical approaches, preferably in forestry or a related sector.
- Strong writing and editing skills for communication at a professional level.

- Must be detail oriented and extremely organized.
- Adept at working with both local and remote staff including use of video conferencing such as Zoom or Teams.
- Knowledge of Salesforce or another CRM database a plus.
- Comfortable in a dynamic work environment, including responding to multiple program areas and organizational needs at once.
- A positive attitude and the ability to solve problems are a must!

COMPENSATION:

- To ensure fairness, the Endowment uses a third-party provider to review salary ranges for each position. The range determined for this position is \$62,000- \$67,000 and the final offer within this range will be based on the candidate's overall experience and skills.
- The Endowment offers the following benefits:
 - A self-directed retirement fund operated as a Simplified Employee Pension Individual Retirement Arrangement (SEP IRA) with the Endowment funding all contributions.
 - Access to a tax-favored 403(b) savings plan if the employee chooses to participate.
 - A competitive health insurance policy for you and your eligible dependent(s)
 - A tax-favored Health Savings Account with the Endowment contributing a percentage of the allowable contribution limit into your account.
 - Generous PTO policy for vacation, sick and safe leave, and holidays.
 - Six weeks of paid parental leave.
 - Professional development reimbursement for job-related seminars and training.

HOW TO APPLY:

Please send a cover letter, resumé, and up to three professional references to general@usendowment.org by 1/31/2024. An Endowment staff member will contact you if we determine that there is a match with our needs and your background. Applications will be reviewed on a rolling basis.

If participating in the interview process would require you to incur expenses, such as childcare, we are happy to reimburse you for reasonable expenses incurred up to \$30/hour for twice the length of your interview. There will be space to request this reimbursement upon offer of an interview.

The U.S. Endowment for Forestry and Communities is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information or any other characteristic protected by applicable federal, state, or local law.