



**CWSF**  
COUNCIL OF WESTERN  
STATE FORESTERS

## Associate Policy and Grants Director Announcement September 2018

- Position Title:** Associate Policy and Grants Director
- Function:** Inform and improve public policies and programs that benefit western forests; engage with internal and external audiences on policy issues, including Congressional Members and their staffs and partner organizations; manage western competitive grant processes handled by the Council of Western State Foresters and the Western Forestry Leadership Coalition (WFLC)
- Location:** Denver, Colorado; relocation assistance may be available
- Work Schedule:** Full-time salaried position, exempt
- Reports to:** Director of Policy and Program Implementation
- Closing Date:** October 11, 2018

### Duties and Core Responsibilities

*Trusted Source – Support CWSF/WFLC in its efforts to provide credible information and expertise on issues associated with western forests. This will specifically entail:*

- Work with the Executive Director and the Director of Policy and Program Implementation to develop and carry out a plan of action for promoting, building awareness, and generating support for CWSF/WFLC forest policy priorities and accomplishments at regional and national levels
- Develop key messages and strategies for Congressional outreach to heighten awareness of western forestry issues and build support for those issues
- Undertake regular policy analysis and monitoring on issues of particular interest to CWSF/WFLC Members
- Craft timely and relevant information and analysis materials to share with CWSF/WFLC Members and partners
- Research content for informational briefers, white papers, and other publications

*Member Focused – Increase engagement and deliver exceptional value to members. This will specifically entail:*

- Support CWSF/WFLC Networks, Committees, and Task Forces as assigned
- Contribute items to the CWSF/WFLC monthly newsletter and participate on other listservs
- Oversee the management of the western competitive grant processes and the associated web grants application web portals; carry out coordination with the grants application web portal software development contractor

*Strong Organization, Strong Results – Ensure a strong, well-managed, financially sound and responsive organization. This will specifically entail:*

- Provide support to the Executive Director on the administrative management of CWSF/WFLC grant related documentation and processes

*Power of Partnerships – Establish and maintain strong and effective partnerships to address western forest priorities. This will specifically entail:*

- Build relationships with key staff in partner organizations in Washington, DC
- Serve as a member of the State Foresters Policy Team to address issues of collective priority to State Foresters nationally
- Represent the CWSF/WFLC at meetings and conferences to convey key western forestry messages and build strategic alliances with partners on key policy issues

### **Required Qualifications**

- 3 – 5 years of professional experience
- Bachelor's Degree, preferably in forestry, natural resources, political science, or related field
- Strong writing, verbal communications, and policy analysis skills
- Ability to work independently and in teams
- Strong attention to detail and commitment to high quality results
- Willingness to travel up to 30% of the time

### **Preferred Qualifications**

- Experience working in national level public policy, preferably dealing with forestry or other natural resources issues
- Understanding of competitive grant processes and grant management and evaluation systems
- Proficiency using word processing and presentation software

### **Application Information**

E-mail your cover letter, resume, three professional references, and salary requirements to: [info@westernforesters.org](mailto:info@westernforesters.org). Please include "Associate Policy and Grants Director " in the subject line. The position is posted at [www.westernforesters.org](http://www.westernforesters.org).

### **Nondiscrimination Status**

The Council of Western State Foresters is an equal opportunity/affirmative action employer and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements.