



GEORGIA FORESTRY
FOUNDATION

EXTERNAL OPERATIONS DIRECTOR

FULL-TIME

MACON/FORSYTH OR ATLANTA, GA

DEADLINE: MARCH 22, 2024

Application Instructions: To apply, please email a cover letter, resume and three (3) references in one PDF addressed to Michele Lawson, michele@gfagrow.org by March 22, 2024.

The Georgia Forestry Foundation (GFF) is looking for a highly-motivated expert administrator and project manager to serve as External Operations Director, supporting our team in engaging external audiences.

What we do: GFF brings together the best thinkers, innovators and business leaders to scale the benefits that working forests provide as a solution to our state and nation's greatest challenges. We execute our mission across three centers: Education & Leadership, Environmental Sustainability and Economic Competitiveness.

Why it matters: Working forests serve every aspect of our life – cleaning the air we breathe and the water we drink, providing critical wildlife habitat, supplying renewable and recyclable products, and building sustainable communities where we live, work and raise a family.

About the Role:

Our work environment is dynamic, fast-paced, detail-oriented, and deadline-driven, with many concurrent projects underway. In this role, you will:

- Support the execution of an external engagement strategy as created by the President & CEO of the Georgia Forestry Foundation (GFF) and the Vice President of Engagement of the Georgia Forestry Association (GFA)
- Manage and coordinate information, content and resources in support of a variety of events and projects, including but not limited to:
 - Forestry education events with schools and statewide non-profits
 - Key consumer engagement initiatives with major Georgia-based brands
 - Education and leadership opportunities with business leaders in support of growing forest product and ecosystem service markets
 - Regional forestry meetings with the forestry community across the state
 - Advancing mass timber demonstration projects
- Maintain the Active Project tracking sheet
- Manage awarded grants, tracking and coordinating the completion of reports and related documentation.
- Maintain engagement performance dashboards for internal and external audiences.
- Assist the President & CEO and other GFA/GFF staff in creating and administering budgets and work plans, and provide other administrative and logistical support as requested.

Skills Required:

- Bachelor's degree with a minimum of 4 years of experience in program and/or project administration, or equivalent combination of education and experience.
- General understanding of conservation and stewardship.
- Strong communication and interpersonal skills.
- Strong organizational skills and self-direction.
- Skilled active listener.
- Customer service-oriented.
- Demonstrated ability to work collaboratively and creatively with staff and GFA members with diverse backgrounds and perspectives.
- Experience in management of multiple complex, active projects.
- Experience that demonstrates problem solving, resourcefulness, creativity, and the ability to anticipate needs.
- High capability using MS Office applications (including Word, Excel, and PowerPoint) and Google Suite applications (including Google Docs, Sheets, Slides).
- Physical ability and willingness to travel throughout the state of Georgia, set up and work tabling events, spend time outdoors on private and public property conducting educational outings, sit at a desk with a computer or in meetings for long periods.
- Valid driver's license, proof of insurance, and access to a reliable vehicle.
- Positive attitude and willingness to accept a challenge.
- Dedication to the mission and core values of the Georgia Forestry Association and the Georgia Forestry Foundation.

Compensation and Benefits:

GFA offers a competitive, comprehensive benefits package including health care benefits (medical, vision, dental), a 401(k) plan with an 6% employer match, paid time off, life insurance, disability coverage, employee assistance program, and other life and work well-being benefits. We're proud to offer a flexible work environment that supports the health and well-being of our team.

About the Georgia Forestry Foundation:

The Georgia Forestry Foundation (GFF) was founded in 1989 as a 501(c)3 non-profit arm of the Georgia Forestry Association to support the long term sustainability of the state's working forests, which cover nearly two thirds of the land area in the state and are the key to sustaining our communities and our air, water and wildlife resources.

GFF's mission is to ensure the long-term sustainability of Georgia's forests by connecting youth and adults to the land and by demonstrating working forests' environmental, educational, and economic importance to the state.

Georgia is the #1 Forestry State:

#1 in Commercially Available Timberland
#1 in Annual Harvest Volume
#1 in Forest Product Exports
#1 in Wood Harvested for Pine Production
#1 in Pine Pulpwood Production in the U.S. South

Other Key Benefits:

\$42 Billion Annual in Economic Impact
143,000 Direct and Indirect Jobs
\$30 Billion in Environmental Benefits

Learn more at: www.gffgrow.org