



Michigan Forest Association
2310 Science Parkway, Suite 300
Okemos, MI 48864
517-816-7879
info@michiganforests.org
<https://michiganforests.org>

The Michigan Forest Association (MFA) is seeking a mission driven leader with a passion for forestry and conservation to be our next Executive Director. MFA is a 510(c)(3) non profit that represents the interests of family forest owners in the State. Our mission is to inspire and empower people to sustainably manage, conserve and enjoy forests through education, advocacy and fellowship. We offer the latest news on forests and forestry through a quarterly print magazine and monthly electronic newsletter, partner with like-minded agencies to develop workshops and field experiences, and provide on-site demonstrations at our 7 properties throughout the state, totaling 320 acres. MFA's vision is guided by a volunteer Board of Directors and Executive Team focused on making meaningful connections between forest owners, forest enthusiasts, and forestry and other natural resource professionals. There are two compensated staff members at this time: an Executive Director and an Administrative Assistant. Current sub-committees include Property, Outreach & Education, Membership, and Finance.

Executive Director Position Description

The Executive Director (ED) is responsible for the overall strategic, operational, and financial management of MFA. The ED reports to the Executive Team and Board of Directors and directly supervises the Administrative Assistant and Magazine Editor. The ED will also be responsible for liaising with the Bookkeeper/Accounting Firm and will provide guidance to sub-committee leaders. The ED runs the organization, including basic operations, membership recruitment and retention, sub-committee support, oversight of magazine and newsletters, donor cultivation, and grant-writing. MFA recently developed a 5-year strategic plan to guide the new ED.

Duties include, but are not limited to:

- Administration and Financial Management (25%)
 - Newsletter content development
 - Works with Board of Directors on achieving goals of the organization
 - Preparing materials for Executive Team/Board meetings
 - Develop and manage the annual budget.
 - Manage the checking and savings accounts of the organization with support from an accounting firm
 - Build and maintain strategic partnerships with other organizations and government agencies.
- Funding Development (15%)
 - Develop relationships with current and potential donors, including individuals and philanthropic organizations



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- Identify, pursue, and diversify funding sources, including additional grant funding opportunities
- Membership Development (20%)
 - Maintain and improve a membership database
 - Prepare and implement a communications plan for constant contact with existing members
 - Develop and implement a recruitment and retention plan to grow the organization
- Program Planning and Events (10%)
 - Plan and facilitate recruitment, fundraising, and educational events.
 - Support other organizations in their event planning when appropriate
 - Plan annual meeting (with assistance from a planning committee)
- Advocacy and Outreach (20%)
 - Serve as a spokesperson for the organization's missions and goals
 - Advocate for the mission and vision of MFA to the public, media, and stakeholders.
 - Build strategic partnerships with government agencies, NGOs, and other stakeholders
 - Communicate with State elected officials
- Special Projects (10%)
 - Lead special projects to further the goals of MFA

This person will be the face of the organization, and expected to attend meetings and special events throughout the state, and perform other duties as assigned.

Required Background and Qualifications

Minimum requirements include:

- B.A. or B.S. in natural resources/environment, business, non-profit management, or other related field.
- 1-3+ years working in a conservation or administrative role
- Demonstrated experience with grant administration
- Strong interpersonal skills
- Experience in development and donor/member relations, including software (e.g., Bloomerang)
- Experience with Quickbooks, Wordpress, and other online web and software platforms (e.g., Google Drive)
- Detail-oriented, organized, and able to work independently
- Must live in Michigan



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Preferred Background and Qualifications

- M.S. degree in natural resources/environment, business, non-profit management, or other related field.
- The ideal candidate will have familiarity with forestry and natural resources and a familiarity with (or willingness to learn about) Michigan and the Upper Great Lakes region.

Time required: This is a Full-time (40 hr/week) 5-year salaried position, including occasional weekend and evening travel.

Work Location: This position must be based in Michigan. The official duty location is the Lansing area, but remote work is an option if the candidate is willing to travel. MFA has an office in Okemos, Michigan which includes a laptop, phone, printer, basic office supplies, and office space. Must be available for in-person office meeting when needed. Travel-related expenses for events and meetings will be reimbursed.

Pay level: Salary is \$60-80,000 per year; up to 3% match to a retirement plan, and a stipend towards health insurance (<https://www.michigan.gov/mdhhs/assistance-programs/healthcare>). This position will be reviewed and renewed annually by the MFA Executive Team and Board of Directors.

Note: This position is fully funded for 5 years, thanks to generous funding provided by the US Forest Service through the Michigan Department of Natural Resources' Forest Stewardship Program. Continued employment is contingent upon the Executive Director growing the budget through increased membership, magazine advertisements, donations, and grant-funding.

Instructions: This position closes July 31, 2024 or until the position is filled. Please send a resume and cover letter (including contact information for 2 professional references) to info@michiganforests.org. Anticipated start date is September 2024.

Michigan Forest Association is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.