*Protecting forested land and supporting rural communities through practices that maintain the long-term health of the land*

22418 Firth Road, Spartansburg, PA 16434 • (814) 694-5830 • FoundationForSustainableForests.org

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| **Job Title:** | Conservation & Operations Coordinator | **Job Category:** | Project Coordinator |
| **Location:** | Hybrid Remote, Spartansburg, PA, northwestern PA region, occasional travel | **Position Type:** | Full-Time, Salaried with benefits |
| **Salary Range:** | $48,000-$56,000 | **Date Posted:** | 11/10/2026 |
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## POSITION SUMMARY

The Foundation for Sustainable Forests seeks a Conservation & Operations Coordinator with a personal commitment to conservation to help advance its mission of protecting forested land and supporting rural communities through practices that maintain the long-term health of the land. As one of two full-time employees, this position plays a critical role in supporting the organization's conservation, stewardship, fundraising, communications, and community engagement efforts.

Working closely with the Executive Director, the Coordinator manages land conservation projects, supports grant development and fundraising activities, maintains relationships with donors, landowners, and community partners, coordinates events and volunteer initiatives, and assists with the stewardship of conserved lands. This position offers a unique opportunity to contribute directly to the long-term protection and sustainable management of forest resources throughout the region.

This is primarily a remote position with weekly in-person team meetings, periodic fieldwork, and participation in community events and stakeholder meetings throughout northwestern Pennsylvania.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Conservation Project Coordination

- Coordinate land conservation projects, including due diligence activities and partner communications.
- Assist with evaluation of conservation opportunities and project feasibility.
- Maintain project schedules, documentation, and grant compliance requirements.

### Fundraising and Grant Development

- Assist in the preparation, submission, and administration of grant applications.
- Track grant reporting requirements and project deliverables.
- Support annual fundraising campaigns and donor stewardship initiatives.
- Assist with donor cultivation, recognition, and engagement activities.

### Community Engagement and Communications

- Coordinate organizational communications, newsletters, and project updates.
- Support website, social media, and marketing content development.
- Represent the Foundation at community meetings, conferences, and outreach events.

### Event and Volunteer Coordination

- Plan and coordinate fundraising, outreach, and stewardship events.
- Recruit, organize, and support volunteers.
- Coordinate logistics, communications, supplies, and participant engagement for Foundation-sponsored events.

### Land Stewardship Support

- Participate in site visits, forest tours, volunteer workdays, and monitoring activities.
- Maintain property records and stewardship documentation.

### Organizational Operations

- Maintain accurate project, donor, and organizational records.

- Assist with administrative operations and special projects as assigned.
- Contribute to a collaborative, mission-focused organizational culture.

## QUALIFICATIONS

- Bachelor's Degree or equivalent experience in Forestry, Natural Resources, Environmental Science, Conservation, Nonprofit Management, Communications, or a related field
- Effective communicator – written and verbal
- Excellent organizational and project coordination abilities
- Ability to manage multiple priorities and deadlines independently.
- Experience with database management and data organization.
- Ability to learn and utilize customer relationship management (CRM) systems.
- Experience using ESRI ArcMap or similar GIS applications.
- Valid driver's license and reliable transportation.

## PREFERRED SKILLS

- Experience with land conservation, forestry, environmental organizations, or nonprofit operations.
- Grant writing or grant management experience.
- Experience coordinating volunteers, community initiatives, or public events.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in both an office and outdoor environments.
- Regular attendance at meetings, project sites, and community events throughout the region.
- Ability to travel throughout northwestern Pennsylvania.
- Ability to walk on uneven terrain and natural landscapes in variable weather conditions.
- Ability to participate in field visits, stewardship projects, volunteer workdays, and outreach events.

## HOW TO APPLY

- Email a cover letter and resume to amaloney@foundationforsustainableforests.org
- Applications will be considered on a rolling basis.
- The position will remain open until filled.