



THE AMERICAN CHESTNUT FOUNDATION®

About The American Chestnut Foundation

The American Chestnut Foundation (TACF) is a nonprofit conservation, education, and scientific organization with 20+ staff members located from Vermont to North Carolina, an 18-member board, and an annual budget of 3 million dollars. Founded in 1983 and based in Asheville, NC, TACF and its 16 state chapters are employing traditional breeding and modern genomics to develop, and ultimately restore, American chestnut populations. TACF is primarily supported by private philanthropy and targeted research funding.

The American chestnut is a symbol for the hope that exists for all threatened species. TACF has played the lead role in rescuing this species through its innovative breeding and genetic research for four decades. TACF's long-term goal is to create self-sustaining populations, with disease-resistant trees growing stronger in each succeeding generation. TACF is restoring a growing legacy for decades and centuries to come.

Our Mission is to return the iconic American chestnut to its native range

Our Vision is a robust eastern forest returned to its splendor

TACF's Values: Optimism, Patience, Science-Based Decisions, Integrity, Innovation, and Collaboration

Position: Outreach Coordinator

Full-time, permanent position with a robust benefits package working primarily remotely

Position Location(s): Preferably near TACF Office Locations of Asheville, North Carolina, State College, Pennsylvania, **or** Burlington, Vermont

Reporting to: Regional Science Coordinator Manager

Salary Recruitment Range (DOE): \$49,000 - \$60,000 annually – *TACF is a living wage employer*

The American Chestnut Foundation (TACF) seeks to hire a highly organized full-time Outreach Coordinator. TACF's Outreach Coordinator will be responsible for connecting with our various communities. Reporting to the Regional Science Coordinator Manager, the ideal Outreach Coordinator will lead the effort to build a sustainable chapter engagement platform, supporting strategies, and create best practices for our sixteen chapters, each of whom operate in partnership with the national organization, as well as develop strong messaging and tools for use across TACF's leadership and staff, chapter leadership and members, expansive volunteer community, committee leadership and members, and key partner organizations.

TACF's COVID Statement:

Out of an abundance of concern for our staff and the communities that we serve, TACF requires all employees to be fully vaccinated against the COVID-19 virus, unless a legal exemption applies. We continue to closely monitor pandemic developments and adjust our actions according to CDC and statutory guidelines.

General Responsibilities

Support TACF chapter leadership efforts to build membership and partnerships

- Cultivate chapter outreach teams and activities from chapter board, existing and new volunteers, and members
- Create and maintain new chapter leadership packet, policy, training, and best practices
- Collaborate with Regional Science Coordinators (RSC) and chapter leadership on activities to increase member and volunteer engagement to promote revenue growth
 - Support RSCs in preparing regional meetings, speaking engagements, plantings, and outreach events
 - Support the planning and execution of regional and chapter meetings
- Collaborate with TACF Communications team to help educate and support chapter webpage and social media administrators with keeping their online presence up to date, relevant, engaging, and in compliance with TACF branding and communication guidelines
 - Assist with social media messaging and press releases, explicitly highlighting chapter activities and events that have not been shared with national communications team
- Manage chapter resources webpage to ensure chapter leaders and local outreach teams have access to tools needed to support outreach activities and communications
- Support chapter leadership with compliance to licensing agreements and responsibilities to TACF
- Manage chapter data collection for TACF's Annual Report
- Curate, update, and create outreach resources including presentations, fact sheets, position statements, and educational tools for use by internal and external partners and communities, to maintain consistency, strengthen TACF's messaging, and increase membership and engagement base
- Manage TACF events calendar to create and communicate a complete view of TACF and chapter outreach and volunteer activities
- Build partnership database in TACF's donor management system for tracking and reporting

This description is not designed to be a complete list of all duties and responsibilities required for this job

Knowledge, Skills, Abilities

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build collaborative relationships with stakeholders, including Board of Directors, chapter leadership, volunteers, the public, and TACF staff
- Exemplary written and verbal communication, as well as presentation skills
- Ability to analyze data to understand membership trends and grow engagement strategies
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Ability to work independently and take initiative on new projects
- Efficient in an environment with evolving priorities
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrate the highest level of customer service

Qualifications

- Bachelor's degree preferred with 3-5 years of experience or an appropriate combination
- Excellent communicator, with an ability to adapt and work with various communities
 - Experience in internal and external outreach and networking is required
 - Experience working with and organizing volunteers
 - Self-motivated with exceptional organizational skills
 - Detail-orientated with the ability to manage multiple projects efficiently and effectively
 - Ability to prioritize and offer recommendations for addressing issues
- Competency in full Microsoft 365 and Office Suite, (including Teams, SharePoint), and Google Suite
- Strong knowledge of social media and other basic marketing platforms (including Doodle Poll, Survey Monkey, Constant Contact, or similar)
- Experience with conferencing platforms (including Zoom, Google Meet)
- Preferred skills, or willingness to learn basics of:
 - WordPress
 - CRM (Customer Relationship Software) Systems
 - Canva, Adobe Creative Cloud, or similar
 - Project management systems
- Valid driving license and insurance
- Willingness to work some weekends and travel as required

Benefits

In addition to a great culture, TACF offers a robust benefits package to support employees and their families! Benefits include health, vision, dental, and life insurance, as well as flexible spending account (FSA) options. Benefits begin the first day of the month following hire.

TACF also offers a 403(b)-retirement plan, including 5% company match contributions after two years of service, to help your long-term financial plan grow quickly. In addition to thirteen paid holidays annually, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Application Process

Interested candidates must include an email address and phone number, and should email their resume, cover letter, and professional references to tacfjobs@acf.org, with the job title in the subject line. No phone calls will be accepted. **Application close date is Monday, February 6, 2023.** We will acknowledge receipt of all applications.

TACF is an Equal Opportunity Employer and is committed to providing an equal opportunity to all qualified individuals who are seeking employment, and to all current employees. A Diversity, Equity, Justice, and Inclusion (DEIJ) ethic is a priority and is being continually integrated into TACF's corporate culture which is dedicated to supporting a diverse, inclusive workplace. TACF does not discriminate based on race, religion, color, sex, age, national origin, marital status, sexual or gender preference, veteran status, disability, pregnancy or related condition, ancestry, medical condition, physical handicap, or any other protected class or status.

TACF is a certified living wage employer dedicated to a just and sustainable economy.