



# THE AMERICAN CHESTNUT FOUNDATION®

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## Application Process

Interested candidates must include an email address and phone number, and should email their resume, cover letter, and three professional references to [tacfjobs@acf.org](mailto:tacfjobs@acf.org) with the job title in the subject line. In addition, to be considered applicants must fill out a short skills survey, found here: <https://forms.office.com/r/5kTG39JWag> No phone calls will be accepted. Application close date is Friday March 10, 2023. We will acknowledge receipt of all applications.

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## 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. TACF is dedicated to prioritizing a diverse and inclusive workplace and continually integrates Diversity, Equity, Inclusion, and Justice (DEIJ) into our corporate culture.

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. Our 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: Mid-Atlantic Regional Science Coordinator

Full-time, permanent position with a robust benefits package and hybrid work schedule options

**Position Location(s):** Charlottesville, VA

*Frequent travel throughout the Mid-Atlantic region's assigned territory (MD, VA, WV, and KY), approximately 25% of work time*

**Reporting to:** Regional Science Coordinator Supervisor

**Salary Recruitment Range (DOE):** \$49,000 - \$62,000 annually – TACF is a living wage employer

The Mid-Atlantic Regional Science Coordinator (MARSC) supports the science-related activities of The American Chestnut Foundation (TACF) volunteer-run chapters in Kentucky, West Virginia, Virginia, Maryland, and in the greater DC area. The MARSC collaborates with the TACF's other Regional Science Coordinators, Director of Science, and Chief Conservation Officer. The MARSC reports to the Regional Science Coordinator Supervisor based in Burlington, VT and supervises no staff, beyond seasonal intern(s).

TACF Chapters in the Mid-Atlantic have active leadership and programs. The MARSC will support and guide chapter science programs, including field activities such as pollination, harvest and seed collection, seed storage and distribution, planting site selection, directing the planting and maintenance of chestnut trees, inoculating and selecting trees, and database entry and analysis. In addition, the MARSC provides support to chapter programs by facilitating and organizing education and outreach opportunities, participating in chapter meetings, and acting as a link between the chapters and the national program of TACF.

### **General Responsibilities**

- Provide science, breeding, orchard management information, advice, and assistance to the chapters in accordance with TACF science program protocol and principles of best horticultural practices:
  - Review and direct chapter plantings and collection of required data on survival and growth rates, condition of trees and update orchard databases and maps.
  - Review records of orchard management practices including fertilization, watering, weed control, pest control, and environmental effects on the orchard. Answer questions and recommend improved management practices when needed.
  - Recommend next steps for each orchard depending on season, age and size of trees, and purpose for the planting. Determine an orchard's long-term survival and purpose, including whether the orchard meets the chapter's goals; this includes repurposing if necessary and advised.
  - Train chapter members and others on chestnut plantings, tree management, tree identification and other related topics.
  - Facilitate collaborations with groups and individuals for chapter activities, including establishing new orchards, organizing members and volunteers for work details, and scheduling events.
  - In order to cultivate and motivate chapter volunteers, attend and present talks at chapter meetings, join planting and other field activities, and act as their overall support person for all chapter needs.
  - Work with staff at TACF's Meadowview Research Farm and other science staff to develop chestnut plantings on private landowner, agency, and non-profit partner lands that fall outside the chapter networks or scope of work.
- Perform outreach and external communications to outside groups, including schoolchildren and adults.

- Participate in professional development for best practices and trends in chestnut research through professional journal reviews, attendance at TACF national board, committee, appropriate science meetings, and attend internal TACF science staff meetings, and annual meetings such as the NE-1833 multistate chestnut research project meeting. Participate in staff retreats, professional coaching and trainings as offered and available. Act as liaison to board of director committees as assigned.
- Communicate regularly with other TACF staff, Chapter Presidents, and chapter members to facilitate goals, strategic plans, fundraising efforts, and membership drives and events.
- Prepare annual reports on the status of the region's chapter science programs for presentation to the TACF board and in TACF publications such as the annual report. Assist in the editing or review of TACF publications and articles as requested including TACF's flagship journal, Chestnut, and its online newsletter eSprout.
- Along with the Grants Manager based in Asheville, NC, write and develop funding opportunities for use in grant proposals to support mission-critical projects and other chapter and national activities.
- Be lead relationship manager to the Mid-Atlantic chapter volunteer leaders to ensure consistent flow of information and that accomplishments are shared across the region and nationally.
- As requested by TACF President & CEO participate as a TACF science liaison in the discovery, cultivation and stewardship of a wide variety of major donors in personal visits, presentations at private venues and as an advisor for large landowners interested in chestnut plantings and activities. Must act with discretion and demeanor required in such visits.
- Promote the work and accomplishments of the state chapters and of TACF as lead author on articles for various media outlets, participate in media interviews, and produce and conduct professional presentations to a wide variety of audiences from garden clubs to academic symposia both as lead speaker or as a panelist.
- Demonstrate and promote TACF's commitment to Diversity, Equity, Inclusion, and Justice (DEIJ)

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

### **Knowledge, Skills, Abilities**

- Excellent 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 various and diverse stakeholders, including Board of Directors, chapter leadership, volunteers, the public, and TACF staff
- Exemplary written, verbal, communication, and presentation skills
- Ability to work independently and take initiative on new projects
- Efficient and flexible 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

- Degree in biological sciences, environmental sciences, forestry, botany or equivalent, with a preference for an advanced degree in one of those disciplines. 3-5 years professional experience in a related field.
- Knowledge of the principles, concepts, and methodologies in the field of biological sciences, particularly genetics, restoration ecology, and botany. Experience in tree-orchard operation, plant and/or tree breeding and its management is preferred.
- Physical activity required of the position includes hiking/walking in sometimes rough terrain and all kinds of weather; carrying field equipment; use of mechanical equipment such as chainsaws, lift/bucket equipment and sharp tools. Adherence to TACF safety standards is required and additional training may be warranted.
- Ability to work in a highly decentralized non-profit organization made up of a small professional staff and large corps of volunteers with broad and diverse demographics.
- Strong organizational skills required; ability to work independently and also travel on short notice. Adherence to TACF's travel policy is required.
- Experience in complex project management in short- and long-term goals and objectives and ability to communicate same to volunteers, staff and board colleagues. Creative problem-solving and conflict management skills desired.
- Excellent written communication skills for a variety of purposes: scientific, technical, and persuasive, dependent upon the audience. Experience publishing in peer review journals desired but not required.
- Experience in public speaking to a variety of audiences with the ability to share complex, technical themes in compelling and accessible ways. Experience speaking with a variety of media outlets desirable.
- Knowledge and ability in computer-based spreadsheets, databases, GPS systems, presentation software, reporting systems and as well as common communication tools such as Microsoft Office Suite of software and virtual meeting software such as Zoom and Teams.
- Valid driving license and insurance
- Willingness to work some weekends and travel as required (approximately 25% of time)

## Benefits

In addition to a great culture dedicated to a hopeful conservation mission, 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) and Dependent Care account (DCA) options. Benefits begin the first day of the month following hire date.

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 at least twelve paid holidays

annually, TACF offers ten paid sick days and two weeks of paid vacation which increases with tenure and performance.

Professional development in the form of conferences, trainings, and staff retreats are offered occasionally and by request and with approval by the CEO.

### **TACF's COVID Statement**

Out of an abundance of concern for our staff and the communities that we serve, TACF continues to closely monitor COVID 19 pandemic developments and adjust our actions according to CDC and statutory guidelines. As a science-based organization, we request all applicants be fully vaccinated for this disease unless there is a legal exemption.

*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.*