

Staff Member	Position	Contact #	Core Responsibilities
Asheville Office		(828) 281-0047	
<a href="#">Lisa Thomson</a>	President and CEO	(321) 263-5394-c (828) 281-0047 Ext. 1109	<ul style="list-style-type: none"> <li>• <b>Executive Committee Liaison</b></li> <li>• Board management and recruitment</li> <li>• National-level government relations</li> <li>• Chief development officer for major and complex gifts</li> <li>• Policy and overall organizational direction and priorities</li> <li>• External representative for agencies, partners and major donors</li> <li>• Management and recruitment of staff</li> <li>• Asset management and oversight</li> <li>• Legal needs and organizational protection; liability management</li> </ul>
<a href="#">Paul Wingenfeld</a>	Chief Financial Officer	(828) 216-1404-c (828) 281-0047 Ext. 1110	<ul style="list-style-type: none"> <li>• <b>Finance and Audit Committee(s) Liaison</b></li> <li>• Payroll and expenses</li> <li>• Budgeting</li> <li>• Asset management and oversight</li> <li>• Accounts payable and receivables</li> <li>• Financial statements / 990</li> <li>• Annual audit</li> <li>• Charitable solicitation licenses</li> <li>• Human Resources</li> </ul>
Communications			
<a href="#">Jules Smith</a>	Director of Communications	(828) 772-4292-c (828) 281-0047 Ext. 1102	<ul style="list-style-type: none"> <li>• <b>Chapters Committee Liaison</b></li> <li>• Curator and editor of <i>Chestnut</i> magazine</li> <li>• Communications, marketing, and media contact and liaison for all external media contacts, staff, chapter leaders, and foundation leadership</li> <li>• Website administration</li> <li>• Graphic design</li> <li>• Email marketing and social media</li> <li>• External news monitoring</li> <li>• Capturing and editing photos and video</li> </ul>



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<a href="#">Tamia Dame</a>	Communications Coordinator	(828) 281-0047 Ext. 1108	<ul style="list-style-type: none"> <li>• Social media questions and requests for national platforms</li> <li>• <i>eSprout</i> questions, requests, and story submission</li> <li>• Communication Guidelines development and maintenance</li> <li>• Requests photos usage</li> <li>• Guidance in effectively responding to general inquiries from members and/or the public</li> </ul>
<b>Membership and Gifts</b>			
<a href="#">Judy Antaramian</a>	Membership Manager	(828) 281-0047 Ext. 1103	<ul style="list-style-type: none"> <li>• Membership and chapter tracking and reporting</li> <li>• Honorarium and memorial tributes</li> <li>• ACH gift management</li> <li>• Seed distribution</li> <li>• Manages professional meeting and special events</li> <li>• General administrative support</li> </ul>
<a href="#">Laura Harrison</a>	Gifts and Records Specialist	(828) 281-0047 Ext. 1101	<ul style="list-style-type: none"> <li>• First point of contact for callers and visitors at National Office, and handles and delegates requests</li> <li>• Donation, membership, and tribute (honorarium and memorial) record entry and maintenance</li> <li>• Merchandise management</li> <li>• Wild-type American chestnut seedling sale</li> <li>• Raffle tracking and administration</li> </ul>
<b>Operations</b>			
<a href="#">Cherin Marmon-Saxe</a>	Operations and Business Systems Manager	(828) 774-7803-c (828) 281-0047 Ext. 1105	<ul style="list-style-type: none"> <li>• <b>Governance Committee Liaison</b></li> <li>• <b>Board of Directors Liaison</b></li> <li>• Board and committee meeting schedule and documents management</li> <li>• National and chapter website development, management, and support</li> <li>• IT management and support for software programs and applications</li> <li>• Orchard sign development, management, support and billing</li> <li>• Annual meeting planning and management</li> <li>• Vendor management and contract negotiation</li> </ul>



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<b>Philanthropy and Donor Management</b>			
<a href="#">Samantha Bowers</a>	Director of Philanthropy and External Affairs	(828) 230-0233-c (828) 281-0047 Ext. 1104	<ul style="list-style-type: none"> <li>• <b>Promotion and Outreach Committee Liaison</b></li> <li>• <b>Justice, Equity, Diversity, and Inclusion Task Force Lead</b></li> <li>• External Grants Program</li> <li>• Memorandum of Understanding, agreements, partners</li> <li>• Philanthropic consultation, prospect research, grant funding for projects and chapters through local, state, federal, corporate grant makers and private foundations</li> <li>• Liaison for event business sponsorships</li> <li>• Speaking engagements, media interviews</li> <li>• Liaison for educational materials for outreach</li> </ul>
<a href="#">Shana Zimnoch</a>	Donor Relations Manager	(828) 281-0047 Ext. 1111	<ul style="list-style-type: none"> <li>• <b>Promotion and Outreach Committee Recorder</b></li> <li>• Donor and prospect research, solicitation, and stewardship</li> <li>• Project manager for campaigns and appeals</li> <li>• Managing Legacy Tree and Chestnut Society</li> <li>• Developing donor group cultivation events</li> <li>• Alternative giving options</li> </ul>
<b>Science</b>			
<a href="#">Jared Westbrook</a>	Director of Science	(616) 560-2868-c (828) 281-0047 Ext. 1106	<ul style="list-style-type: none"> <li>• <b>Chief Scientist</b></li> <li>• Development of academic, agency, and industry partners to forward science initiatives</li> <li>• Liaison between TACF and university partners for selection and production of disease resistant trees</li> <li>• Publishing peer review peer reviewed papers in scientific journals, demonstrating progress</li> <li>• Advisor to Meadowview and chapter breeding programs</li> <li>• Genetic analysis of breeding program</li> <li>• Drafting grants and reports</li> <li>• Giving scientific presentation and managing collaborator relationships</li> </ul>



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<b>Meadowview Research Farms</b>			
<a href="#">Vasily Lakoba</a>	Director of Research	(276) 696-9142-c	<ul style="list-style-type: none"> <li>• Science and Research activities at Meadowview Research Farms</li> <li>• Project management at Meadowview Research Farms</li> <li>• Liaison with university partners on ecological studies</li> <li>• Liaison with local partners and outreach to SW VA NGOs</li> <li>• Managing farm tours</li> <li>• Coordinate germplasm conservation in collaboration with RSCs and Meadowview staff</li> <li>• Data management at Meadowview Research Farms</li> <li>• Advisor of silvicultural and ecological studies</li> </ul>
<a href="#">Dan Mckinnon</a>	Director of Land Management	(276) 525-2489-c	<ul style="list-style-type: none"> <li>• Farm staff management, administration, and budgeting</li> <li>• Unmanned Aerial Systems (UAS) operator and legal compliance representative</li> <li>• Farm land and building purchases, management, and compliance</li> <li>• Contractor and vendor relations management</li> <li>• Purchasing and maintenance of farm vehicles and heavy equipment in compliance with VA state laws and regulations</li> <li>• Directing and conducting all farm field activity</li> <li>• Training coordinator for OSHA, First Aid/CPR, PPE, Equipment operation</li> <li>• Staying compliant and up to date on laws, regulations</li> <li>• Maintaining records and logs required by law</li> </ul>
<a href="#">Eric Jenkins</a>	Tree Breeding Coordinator	(276) 477-0413-c	<ul style="list-style-type: none"> <li>• Managing controlled pollinations of trees</li> <li>• Managing distribution of seeds to partners and members</li> <li>• Coordinating new research plantings</li> <li>• Assistance with selection of desirable trees for future breeding</li> <li>• Maintaining and updating inventory of trees and orchards</li> </ul>



Staff Member	Position	Contact #	Core Responsibilities
TBD	Nursery Manager	(276) 944-4631	<ul style="list-style-type: none"> <li>• Organization and routine maintenance of nursery, high light growth building, and laboratory</li> <li>• Care of all containerized seedlings, supported by ongoing experimentation with best management practices</li> <li>• Experimentation on containerized seedlings and inoculated plantings</li> <li>• Container sowing and preparation</li> <li>• Creation, administration, and distribution of inoculum</li> <li>• Volunteer and intern management for select projects</li> </ul>
<a href="#">Jim Tolton</a>	Facilities and Grounds Specialist	(276) 944-4631	<ul style="list-style-type: none"> <li>• Operation of farm trucks, tractors, chainsaws, tow-behind bucket lift and hand tools</li> <li>• Carpentry, plumbing and electrical work</li> <li>• Tree planting, vegetation management, and irrigation</li> <li>• Pesticide application</li> </ul>
<a href="#">Ciera Wilbur</a>	Land Maintenance Specialist	(276) 944-4631	<ul style="list-style-type: none"> <li>• Seed and seedling planting, maintenance, and rogueing</li> <li>• Seed and pollen collection and processing</li> <li>• Vegetation management</li> <li>• Operation and maintenance of field tools and equipment</li> </ul>



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Regional Science Coordinators			
<a href="#">Sara Fitzsimmons</a>	Director of Restoration North Central RSC	(814) 404-6013-c	<ul style="list-style-type: none"> <li>• North Central - Chapters (IN, NY, OH, PA/NJ)</li> <li>• Restoration Committee Liaison</li> <li>• Regional Science Coordinator Supervisor</li> <li>• Chair, External Grants Committee</li> <li>• Penn State Regional Partnership Office</li> <li>• <i>dentata</i>Base development</li> <li>• Facilitating Chestnut Chats and Science Leadership meetings</li> <li>• Reintroduction trials, tree production, nursery partner management</li> <li>• Assistance with all science communication, internally and with the media</li> <li>• Mapping and GIS</li> </ul>
<a href="#">Kendra Collins</a>	New England RSC	(820) 999-8706-c	<ul style="list-style-type: none"> <li>• New England Chapters (CT, MA/RI, ME, VT/NH)</li> <li>• Science and Technology Committee Liaison</li> <li>• Restoration Committee Recorder</li> <li>• Managing regional breeding program</li> <li>• Greenhouse, nursery, and orchard operations</li> <li>• Silvicultural studies and mixed forest establishment</li> <li>• Small stem assays</li> <li>• Operational research</li> <li>• Locating wild chestnuts</li> <li>• Development of multi-agency collaborations and volunteer base through public and private groups and non-profit and foundation connections</li> <li>• <i>dentata</i>Base development team</li> <li>• Partnership tracking</li> <li>• Poster session coordinator (annual meeting)</li> <li>• USFS Northern Research Station partner at UVM affiliate office</li> </ul>



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TBD	Mid-Atlantic RSC		<ul style="list-style-type: none"> <li>• <b>Mid-Atlantic Chapters (KY, MD, VA, WV)</b></li> <li>• <b>Science and Technology Committee Recorder</b></li> <li>• Managing regional and chapter breeding programs</li> <li>• Assist MAR chapters with OxO breeding program</li> <li>• Development of regional PRR breeding strategies</li> <li>• Improving blight rating metrics for long-term phenotyping</li> <li>• Greenhouse, nursery, and orchard operations</li> <li>• Orchard preparation, establishment, and maintenance</li> <li>• Silvicultural studies and mixed forest establishment</li> <li>• Small stem assays</li> <li>• Operational research including soil amendments using daikon radish, rooted stump sprouts, and fungicide research</li> <li>• Locating wild chestnuts</li> <li>• Development of multi-agency collaborations and volunteer base through public and private groups and non-profit and foundation connections</li> </ul>
<a href="#">Jamie Van Clief</a>	Southern RSC	(814) 880-2288-c (828) 281-0047 Ext. 1107	<ul style="list-style-type: none"> <li>• <b>Chapters (AL, NC/SC, GA, TN)</b></li> <li>• <b>Chapters Committee Recorder</b></li> <li>• Managing regional breeding program</li> <li>• Greenhouse, nursery, and orchard operations</li> <li>• Silvicultural studies and mixed forest establishment</li> <li>• Small stem assays</li> <li>• Operational research</li> <li>• Locating wild chestnuts</li> <li>• Development of multi-agency collaborations and volunteer base through public and private groups and non-profit and foundation connections</li> </ul>

