



S.J. & Jessie E. Quinney  
**College of Natural Resources**  
**UtahStateUniversity**



## Help lead the Utah Forest Restoration Institute!

The **Utah Forest Restoration Institute (UFRI)** in the S.J. and Jessie E. Quinney College of Natural Resources (QCNR) at Utah State University (USU) is seeking a dynamic and motivated **Program Manager** to help lead our efforts to serve as a hub for forest restoration in Utah. The Program Manager will:

- Oversee programmatic, operational, administrative, fiscal, & human resources management of UFRI.
- Represent UFRI to external constituencies, fostering collaboration with state, federal, & local partners.
- Provide hands-on leadership and guidance to ensure UFRI's success.

### Why UFRI?

The UFRI is a new Institute at USU that will work with multiple outside partners to facilitate the management of fire risks and fire effects to improve resilience to forest disturbance, serve as a hub for the dissemination of best-available science, offer training opportunities for the next generation of Utah forest managers, and create new ways for managers and researchers to collaborate given Utah's unique mix of forests, woodlands, and wildfire.

### About the Role:

Located on the USU campus in Logan, Utah, this position offers the opportunity to make a lasting impact. The Program Manager will work closely with faculty in QCNR, students, Utah and federal agencies, partners from Southwest Ecological Restoration Institutes (<https://sweri.org/>), and other interested parties to advance the goals of UFRI. The position may change substantially and rapidly over time as staff members are hired and priorities shift from launching the Institute to running an efficient, productive organization. Therefore, the successful Program Manager will be adaptable and positive, and have advanced skills in planning, communicating, and leadership to help shape UFRI's future.

### Ideal Candidate Profile:

We're looking for a forward-thinking leader with:

- Advanced skills in strategic planning, communication, and team leadership.
- A passion for natural resource management and forest restoration.
- A positive, adaptive mindset to navigate UFRI's dynamic growth.

### Responsibilities

- Manage and oversee the administrative and daily operations of UFRI, ensuring compliance with University, state, and federal policies and regulations.
- Provide technical and/or professional coordination and leadership in the execution of day-to-day program activities, as appropriate to UFRI objectives and area of expertise.
- Oversee the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak performance.
- Participate in the development of annual operating budgets. Approve and monitor budget expenditures and prepare budget revisions.

- Develop and implement systems and processes to establish and maintain records for UFRI, and prepare annual reports.
- Help manage communications of UFRI's vision and goals via web sites, social media, newsletters, and/or mailing lists.
- Plan, prepare, oversee, and facilitate workshops, conferences, trainings and special outreach events.
- Assist in producing, developing, advertising, & marketing projects in media such as print & video.
- Collaborate with internal USU partners such as the Institute for Land, Water, and Air.
- Develop positive working relationships with external partners, such as the Utah Division of Forestry, Fire and State Lands, USDA Forest Service, USDI Bureau of Land Management, USDI Park Service, Southern Rockies Fire Science Network, the Great Basin Fire Science Exchange, and the three SWERIs.

### **Minimum Qualifications**

- Master's degree in relevant area and/or 5 years equivalent experience.
- Knowledge of forestry, restoration, wildfire, ecology, natural resource management or other relevant fields.
- Demonstrated ability to work effectively in a team setting with other professionals.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

### **Preferred Qualifications**

- Ph.D. in relevant area and/or 10 years equivalent experience.
- Ability to exercise a high level of creativity, decision making, problem solving, and discretion as work is varied and may be undefined.
- Ability to hire, supervise, and train employees, including organizing, prioritizing, and scheduling work assignments.
- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures.
- Ability to gather data, compile information, and prepare reports.
- Ability to foster a cooperative work environment.
- Knowledge of communication principles, media, and marketing techniques.

### **Application**

All application materials must be submitted electronically through the USU Human Resources 'jobs' website (<https://jobs.usu.edu>; position # 2024-8448). We request a cover letter, a complete resume/CV, and names and e-mail addresses of three professional references. The position is open until filled, but application review will begin November 15, 2024.

### **Notice of Non-discrimination**

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.

The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

- Executive Director of the Office of Equity Matthew Pinner, [discrimination@usu.edu](mailto:discrimination@usu.edu), Distance Education Rm. 401, 435-797-1266
- Title IX Coordinator Cody Carmichael, [titleix@usu.edu](mailto:titleix@usu.edu), Distance Education Rm. 404, 435-797-1266. Mailing address: 5100 Old Main Hill, Logan, UT 84322

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>, or contact: U.S. Department of Education, Office of Assistant Secretary for Civil Rights, 800-421-3481, [OCR@ed.gov](mailto:OCR@ed.gov)

### **General Information about the College and Utah State University**

**The S. J. & Jessie E. Quinney College of Natural Resources (QCNR)** is nationally and internationally recognized for its research, extension, and teaching on natural and socio-environmental systems. It is a high-impact college at Utah State University with over \$15M in research funding, 55 tenure-track faculty in three departments (Environment and Society, Watershed Sciences, and Wildland Resources), and close partnerships with federal and state natural resource agencies. Work in QCNR traverses biological, physical, and social systems to advance scientific knowledge, train future leaders, and translate research into on-the-ground management and policy.

**Utah State University (USU)** was founded in 1888 and is Utah's land-grant and space-grant university. As one of the two premier research institutions in Utah, USU provides a high-quality education at an affordable price. With its main campus in Logan, the university serves approximately 27,500 students, including 24,255 undergraduates and 3,171 graduate students. The USU main campus is located in beautiful Logan, Utah, a city of about 50,000 situated in a picturesque mountain valley about 80 miles north of Salt Lake City. Outstanding recreational opportunities abound in the nearby mountains and proximate region.

### **About the Region**

U.S. News and World Report ranked Utah first for its strong economy, fiscal stability, education, and health care. Outstanding outdoor recreational opportunities abound throughout the state, including five national parks, 43 state parks and recreation areas, and 15 alpine ski resorts. The home of USU's main campus, Logan, is a city of 54,000-plus people in a picturesque mountain valley 80 miles north of Salt Lake City. The Logan metro area claimed the top spot in the Milken Institute's 2022 ranking for best-performing small cities in the nation.

### **For More Information**

Potential applicants with specific questions are welcome to contact members of the search committee including Justin DeRose ([justin.derose@usu.edu](mailto:justin.derose@usu.edu)), Jim Lutz ([james.lutz@usu.edu](mailto:james.lutz@usu.edu)), or Larissa Yocom ([larissa.yocom@usu.edu](mailto:larissa.yocom@usu.edu)).