

Position Posting: Director, Idaho Forest Products Commission

The Idaho Forest Products Commission ([IFPC](#)) is seeking highly qualified candidates to fill the position of Director. This is a permanent, full-time position with an office in Boise. This recruitment will be used to establish a list of qualified candidates.

Salary Range: \$80,000-\$90,000 annually

Opening Date/Time: 5/3/19 12:00 PM

Application Closing Date/Time: 5/31/19 11:59 PM

ABOUT THE [COMMISSION](#)

Created in 1992 by an act of the Idaho Legislature, the Idaho Forest Products Commission sees working forests maintained in Idaho forever through responsible management of public and private forests and through an informed public that understands such management. The work of the Commission helps assure balanced and sustained timber, wildlife, recreation and scenic beauty for the welfare of the state's citizens.

The Commission collects and distributes accurate information about Idaho's forest lands and the forest products industry. It is composed of five voting members who represent all geographical areas of the state and reflect the milling, logging, transportation and timber managing segments of the industry. Commission members are appointed by the Governor and serve three-year terms. There are also six non-voting advisory members who represent state and federal agencies, logging contractors and the University of Idaho, College of Natural Resources.

IFPC's mission is to provide programs that result in an informed public that understands and supports balanced, responsible management of Idaho's economically vital public and private forests. The Commission hires the IFPC Director, who is responsible for all aspects of the Commission's programs and business. The primary responsibility of the Director is to carry out the duties of the Commission as described in the Idaho Code, Chapter 15, Title 38. These include:

- Design educational campaigns and other needed efforts to provide the public with timely and accurate information regarding the management of Idaho's forest lands and the forest products industry;
- Conduct research and surveys to determine public attitudes and levels of knowledge regarding forest management and the forest products industry;
- Be an advocate for the proper management of Idaho's forest lands and for a healthy forest products industry in the state; and
- Cooperate with any local, state or national organization or agency, whether voluntary or created by the law of any state or by national law, engaged in work or activities similar to the work and activities of the Commission, and to enter into contracts and agreements with such organizations or agencies for carrying on a joint campaign of research, education and publicity.

ABOUT THE DIRECTOR

The Director is selected by and reports to the members of the Commission; no other position reports directly to the Commission. The Director leads the development of long-term strategy and sets goals to accomplish these strategies. The Director ensures action is taken on Commission decisions. The Director is responsible to the Commission for meeting its mission and objectives. Up to \$1 million in funds are managed annually. Staff consists of one education coordinator. The Commission engages a variety of contractors to assist in implementing its programs.

The position requires effective working relationships with members of the forest products sector, state and federal government agencies, educators and representatives of the K-12 and higher education communities, public and private representatives of professional and civic organizations, trade associations, citizen interest groups, the news media and the general public.

DIRECTOR PRIMARY DUTIES & RESPONSIBILITIES

The Director manages the administrative, educational and communications activities of IFPC, provides daily supervision of staff and contractors and ensures timely, accurate and efficient completion of work. Primary responsibilities include:

Administration

Financial Management & Planning

- Prepare and administer budget; provide financial forecasts
- Prepare annual IFPC assessments - billing, statements and delinquent accounts
- Compile and maintain financial data for IFPC assessments
- Write all checks, deposits and fund transfers
- Administer payroll, taxes, benefits and insurance
- Prepare and file annual reports and administrative reports
- Facilitate nomination and selection of IFPC members
- Coordinate annual financial audit

Legal Representation, Legislation and Rules

- Develop an effective working relationship with legal counsel
- Develop and update IFPC Rules and Regulations
- Identify needed changes to IFPC Legislation, draft language, engage in legislative process
- Ensure legal requirements and protocol are followed in the course of IFPC business

IFPC Meeting Planning and Coordination

- Develop effective agendas for IFPC board and committee meetings
- Organize meeting locations and arrangements
- Prepare meeting booklets and materials
- Prepare minutes from IFPC meetings
- Represent IFPC at industry, association, agency and other meetings

Public Education

Communications and Public Education

- Develop and implement communication and public education strategies that reach specific audiences and achieve set goals; evaluate their effectiveness
- Develop and analyze surveys of the general public and other research
- Provide statewide leadership in industry education and information programs

Special Events

- Develop, coordinate and implement statewide events, audience specific projects and special events such as Arbor Day, National Forest Products Week, Forest Tours
- Solicit sponsorships, negotiate and prepare agreements for project collaboration
- Research opportunities for future projects; identify and engage contacts

Media Program Management & Implementation

- Lead and be responsible for all content published by the Commission
- Work with contractors to develop a creative and effective approach for paid and earned media
- Develop and execute an informative, engaging website and social media platforms
- Coordinate and facilitate production
- Develop production budgets, negotiate costs and prepare vendor contacts
- Oversee focus group testing and the media buy
- Investigate innovative new approaches to mass media and online communications
- Respond to media inquiries

Materials & Information Management

- Participate in material development and approval to ensure quality and accuracy
- Consult and coordinate with issue experts in developing IFPC materials
- Develop a strategy for effective dissemination of materials
- Approve and authorize printing and reprinting of IFPC materials
- Share IFPC materials with industry groups and sponsors
- Assist forest-related organizations and other groups with information dissemination

Internal Communications

- Keep members, advisors, sponsors and interested parties aware of IFPC activities
- Develop and maintain an effective working relationship with IFPC advisory members, state and federal agencies and related organizations
- Prepare and distribute an annual report
- Provide opportunities for industry input to IFPC activities
- Respond to inquiries and special requests

Supervision

- Supervise and direct the Education Coordinator; conduct annual reviews
- Retain and supervise contractors for project and administrative work
- Train and engage interns

MINIMUM QUALIFICATIONS; DESIRED ATTRIBUTES

MINIMUM QUALIFICATIONS

Five years of management experience in a public or private organization which included responsibility for each of the items listed under **Desired Attributes**.

---OR---

Three years of management experience in a public or private organization which included responsibility for each of the items listed under **Desired Attributes** - **AND** 45-48 quarter hours (30-32 semester hours) of graduate level coursework in one of the fields named in the **Ideal Professional Background**.

NOTE: If you are using education or coursework to meet the minimum qualifications, then you must attach transcripts to your application. Transcripts must clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, unofficial copies are acceptable; however official or original documents may be requested to validate education. Transcripts must be attached to your application and WILL NOT be accepted as verification of education after the announcement has closed.

DESIRED ATTRIBUTES

Ideal Professional Background: The successful candidate will have an undergraduate degree or equivalent experience in Public Affairs, Communications, Journalism, Public or Business Administration, Forestry or Natural Resource Management, Education or other appropriate discipline. An advanced degree, while not mandatory, will be considered a plus. The **desired attributes** we seek include:

- Public or private sector experience having led, developed and implemented local, state or regional public education and communication programs
- Experience working with a board of directors, including planning and facilitating meetings and providing regular financial and program progress reports
- Proficiency in preparing a budget, tracking expenditures and projecting future needs
- Ability to think strategically and creatively, set goals, develop effective solutions using limited resources and implement them successfully
- Understanding of the forest sector and a strong interest in advancing public support for and careers in forest management, forest products and natural resources
- Hands-on experience leading and managing communication programs across various media: print, broadcast, outdoor, the Internet, and social
- Excellent writing and verbal skills, including experience giving public presentations to diverse audiences
- A history of developing effective working relationships and partnerships

- Experience in program measurement and public opinion research
- Skill in listening and responding effectively to concerns, inquiries and suggestions of stakeholders, sponsors and the public

Ideal Personal Background. The successful candidate will have excellent verbal, written and public presentation skills and a history of success leading and managing public education and communication programs. He/she will have excellent relationship building skills and be a self-driven, results-oriented professional whose style fits a small, high-energy organization overseen by a diverse and committed board. The ideal candidate will possess knowledge of the forest sector and be an enthusiastic ambassador for forest management and forest products. He/she will be organized, innovative and creative - able to simultaneously manage multiple diverse tasks - with a proven record of successful project development, management and completion. He/she will be effective at working with diverse groups and skilled in applying tact and diplomacy to gain cooperation. Finally, the successful candidate will have the professional presence and demeanor to be the senior executive of one of the premier forestry education organizations in the Northwest.

HOW TO APPLY.....

Interested candidates must submit the following via a single email, subject line "Director Search," to ifpc@idahoforests.org:

1. A resume, no more than three pages, that includes your current contact information and shows how you meet the minimum qualifications listed in the Minimum Qualifications and Desired Attributes section of this announcement. Failure to do so will result in disqualification of your application.
2. A cover letter of interest, no more than three pages, that describes in narrative form how your education, background and experience closely match the ten Desired Attributes. Failure to do so will result in disqualification of your application.

The resume, cover letter and transcripts, if needed to show that you meet the minimum qualifications, must be submitted in PDF format via a single email to ifpc@idahoforests.org. Attach only the required materials. Failure to do so will result in disqualification of your application. FAX, mailed or hand-delivered applications or materials will not be considered.

The Commission will screen candidates based on a review of the resume and cover letter. Candidates who meet the minimum qualifications and whose backgrounds most closely match the desired attributes as outlined in this announcement will be invited to interview.

IMPORTANT NOTICES.....

Please Note: This position requires operation of a personal vehicle for the purpose of conducting official Commission business. An Idaho driving record check will be conducted on the top applicants to ensure a valid license and acceptable driving record. If your license is from outside Idaho, you must submit at least a three-year court/DMV printout when requested. An unacceptable driving record includes:

- Conviction of a major traffic offense within the previous 24 months which includes reckless driving, driving under the influence, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempting to elude a police officer, felony hit and run, etc.;
- Felony revocation of driving privileges or felony or misdemeanor license suspension with the previous 24 months;
- More than 3 moving traffic violations in the previous 12 months;
- A careless driving conviction in the previous 12 months;
- A Class A moving traffic violation in the previous 12 months.

Please Note: The Idaho Forest Products Commission does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete U.S. Department of Homeland Security form I-9, confirming authorization to work in the United States.

Please Note: For specific questions regarding this position or the application process, please contact the Idaho Forest Products Commission via email at ifpc@idahoforests.org. A representative will contact you by the next business day.