



ASSOCIATION of  
FISH & WILDLIFE  
AGENCIES

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## Position Announcement

**Position Title:** Multistate Conservation Grant Program Coordinator

**Location:** Washington, D.C., 444 N. Capitol St., N.W.

**The Association:** <http://www.fishwildlife.org>

The Association of Fish and Wildlife Agencies (Association) is the collective voice of North America's fish and wildlife agencies.. The Association provides its member agencies and their senior staff with coordination services that range from migratory birds, fish habitat, and invasive species, to conservation education, leadership development, and international relations. The Association represents its state agency members on Capitol Hill and before the Administration on key conservation and management policies, and works to ensure that all fish and wildlife entities work collaboratively on the most important issues. The Association also provides management and technical assistance to both new and current fish and wildlife leaders.

Members include all 50 state fish and wildlife agencies, along with provincial and federal agencies from Canada, Mexico, and the United States. The Association has a staff of 25 that includes an Executive Director, International Resource Director, Legislative Director, Resource Director, Wildlife Diversity Director, and a North American Waterfowl Management Plan Coordinator, in addition to other program, administrative, and financial management staff.

### **Multistate Conservation Grant Program:**

The Multistate Conservation Grant Program (MSCGP) funds projects that address regional or national level priorities of the state fish and wildlife agencies. It was established in 2000 by the Wildlife and Sport Fish Restoration Programs Improvement Act, which amended the Pittman-Robertson Wildlife Restoration Act and the Dingell-Johnson Sport Fish Restoration Act. The Association and the U.S. Fish and Wildlife Service (USFWS) cooperatively administer the MSCGP. The Association oversees the grant application process and makes its "priority list" recommendations to the USFWS, who can only fund projects from the Association's list and manages and monitors grant awards. Each year, up to \$6,000,000 is available to fund MSCGP projects.

Letters of Intent (LOIs) are solicited annually by the Association from states and nongovernmental organizations for projects that address specific National Conservation Needs selected by the State fish and wildlife directors. To be eligible, LOIs must benefit sport fish, wild birds, and/or wild mammals; and benefit at least 26 states, a majority of

states in a region of the USFWS, or a majority of states in a regional association of state fish and wildlife agencies. The most competitive LOIs are invited to submit Full Proposals. Projects may be funded for one, two, or three years on a calendar year basis.

### **Duties and Responsibilities:**

The Multistate Conservation Grant Program (MSCGP) Coordinator, under the direct supervision of the Association's General Counsel, is responsible for coordinating all aspects of the MSCGP. This requires working closely with the Association's committees; State fish and wildlife directors; nongovernmental organizations that represent conservation organizations, sportsmen organizations, industries that support hunting, trapping and fishing; and the U.S Fish and Wildlife Service. (The MSCGP Coordinator is funded by a MSCGP grant.)

Specific annual responsibilities include:

- Developing and publishing an annual schedule for the MSCGP process.
- Soliciting National Conservation Needs (NCNs) from Association committees and regional associations of state fish and wildlife agencies.
- Coordinating review of proposed NCNs with the Association's National Grants Committee and state directors.
- Soliciting Letters of Intent (LOIs) that address the established NCNs, and assisting applicants with their applications.
- Reviewing LOIs for adherence to program requirements, and distributing these to Association committees for review.
- Coordinating the National Grants Committee's review of LOIs, and notifying applicants if their LOI has been invited to submit a Full Proposal.
- Supporting applicants during the development of Full Proposals and the completion of federal forms.
- Reviewing Full Proposals for adherence to program requirements, and distributing these to the National Grants Committee for review.
- Coordinating the National Grants Committee's review of Full Proposals, the selection process, state directors' selection of priority projects recommended for funding, and the notification of applicants.
- Submitting the priority list of projects and corresponding individual grant proposals and federal forms to the U.S. Fish and Wildlife Service.

- Providing oversight for Multistate Conservation Grants awarded to the Association.
- Following up with grantees on final products from awarded grants and disseminating this information.
- Providing staff support (including taking the minutes) for other Association work including but not limited to:
  - Fish and Wildlife Trust Funds Committee
  - Federal/State Joint Policy Task Force (JTF)
  - Industry/Federal/State Agency Coalition
  - National Survey Working Group

**Qualifications:**

Desired Education and Experience – Bachelor’s degree related to fish and wildlife conservation or management, or a closely related field; will also consider technical, communications-related and administrative fields if combined with experience in fish and wildlife conservation or management.

Demonstrated Skills and Abilities - Acceptable candidates must have a demonstrated ability to:

- Communicate effectively, both verbally and in writing;
- Coordinate information sharing among many different agencies and organizations;
- Effectively use of basic computer programs (word processing, spreadsheet programs);
- Work effectively with others;
- Be self-motivated;
- Look long-term and plan strategically, as well as handle short-term deadlines;
- Represent the Association in meetings and with a variety of other groups;
- Be creative;
- Be attentive to details and well-organized; and
- Be willing to travel when necessary. Generally, there are two meetings to attend annually on behalf of the Association and 2-3 Federal/State Joint Policy Task Force meetings per year. Other travel may be required.

**Salary**

Annual Salary Range: \$45,000-\$50,000; dependent on qualifications and experience.

**Benefits package includes:**

Medical insurance (health and dental), life insurance, worker's compensation, annual and sick leave, paid holidays.

**Selection Process**

Qualified candidates should submit a resume and cover letter to:

Angela Nelson  
Executive Assistant  
Association of Fish and Wildlife Agencies  
444 North Capitol Street, N.W., Suite 725  
Washington, D.C. 20001  
202-624-7890    arnelson@fishwildlife.org

Deadline for application: Open until filled

Interviews will be held in Washington, D.C at the Association's Office