



## **Tennessee Wildlife Federation Employment Opportunity**

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### **Tennessee Mitigation Fund (TMF) Director**

The Tennessee Wildlife Federation seeks to hire a self-motivated qualified candidate to work in the Nashville office to serve as the director of the Tennessee Mitigation Fund.

#### **Responsibilities:**

Program Administration, Management and Development - Manage the day to day functions of the Tennessee Mitigation Fund, to include but not be limited to:

- Maintaining regular communication and contact with local, state and federal regulators as it relates to permitting of impacts of wetlands in Tennessee, and TMF program related developments.
- Receiving and promptly return e-mails and phone calls regarding the TMF program from prospective credit buying customers, consultants, regulators and other pertinent individuals and companies
- Tracking all pertinent program details and records, including wetland impact projects and credit sale opportunities. Examples include, but are not limited to: tracking time to provide monthly reporting, handling potential customers making inquiries of TMF regarding credit availability, tracking customers making application, under application, or receiving approval for 401 or 404 certifications and permits.
- Tracking, updating and monitoring credit sales data, including maintaining database of credits sold and credit availability for each service area
- Managing the credit sales process to include; issuing, tracking, and collecting credit sales invoices, monitor permitting processes for related projects, confirm receipt of wetland credit payment to TWF/TMF, issue credit sales certificate to purchaser, maintain all pertinent files and related materials
- Locating, evaluating, negotiating, and securing suitable mitigation sites
- Working with all necessary personnel to review and ensure restoration of wetlands are successful on the ground
- Monitoring restored wetlands for function and sustainability

Program Budgeting and Finances - Develop program budgets and work with the CEO, Senior Program Director and Finance Director to manage/meet program finances and financial needs.

Program Communications– Work with the Communications Director on program branding and materials. Serve as the spokesperson for the program, being capable of making professional presentations and attending necessary conferences and meetings as needed.

Other duties as necessary or required.

***Compensation commensurate with experience***

*The Tennessee Wildlife Federation is an equal opportunity employer.*



**Qualifications:**

- Proven experience and verifiable results in natural resource management and restoration
- Strong customer service skills
- Experience with analytical problem solving and research, and program management
- Minimum education of a Bachelor's degree in management or a natural resource field
- Minimum of 4-years experience in a leadership and/or management position
- Ability to multi-task and communicate effectively with above average people skills
- Ability to meet deadlines, prioritize work and know when to consult with supervisor
- Attention to detail and professionalism in all written and oral communications
- Experience or working knowledge of the outdoors and outdoor activities
- Experience or working knowledge of volunteer management
- Willingness and ability to travel overnight as needed
- Proficiency with computers, including recognized productivity software

***Compensation commensurate with experience***

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