



Date: July 22, 2024

From: Kathy Moxon, Interim RFFI President/CEO

To: All Qualified Applicants

Job Announcement: Forest Manager

The Redwood Forest Foundation, Inc. (RFFI) is seeking qualified applicants for the position of Forest Manager to assist this not-for-profit organization in managing its Usal Redwood Forest and achieving its mission. The Forest Manager will report directly to the RFFI President/CEO.

RFFI Background

The Redwood Forest Foundation, Inc. (RFFI) is a private 501(c)(3) non-profit organization located in Fort Bragg, CA. RFFI's mission is to acquire, protect, restore and manage forestlands and other related resources in the Redwood Region for the long-term benefit of the communities located there. Our vision is to establish community-based forests that provide both critical habitat for increased biodiversity and improved regional economic vitality.

Since 2007, RFFI has owned and managed the 50,000- acre Usal Redwood Forest, which is in the Coastal Redwood Region of Mendocino County, California. This 78 sq. mi. property includes portions of two regionally important watersheds: the majority of the Usal Creek drainage and significant tributaries of the South Fork of the Eel River.

The forest is conserved through a conservation easement held by CAL FIRE. It is FSC certified and in 2020, RFFI received the FSC Forest Leadership award. In addition, we have one of the largest carbon sequestration projects located in California which is registered with the California Cap and Trade Program.

The Forest Manager Position

The primary responsibilities of the Forest Manager include:

- Supervise and support the professional development of the forest management team comprised of RPFs, forest technicians, a wildlife biologist, and a restoration specialist. Support programmatic efforts to actively engage local communities in the management of the Usal Redwood Forest.
- Work directly with RFFI's CEO to maximize productive, efficient and cost-effective management of the Usal Forest consistent with the RFFI vision and mission statement.
- Coordinate log sales, accounting, payments and taxes with contractors, staff and CEO
- Provide management administration, including staff supervision, budgets, development and review of Timber Harvest Plans (THP), restoration projects, management of grants, property security and easement protection, updating the Usal Redwood Forest Management Plan, and other operational aspects of forest management.
- Oversee and participate in field audits associated with Conservation Easements, Carbon Projects, FSC Certification and other third-party activities as required.
- Plan and contract for necessary forest management support work related to plant and wildlife surveys, forest inventory, growth and yield projections, tree planting, vegetation management, road management, GIS Services and other services, as required.
- Assist the RFFI Board of Directors and staff with articulating the future desired condition of the Usal Redwood Forest and taking a leadership role in its management to achieve these conditions.
- Provide quarterly summary reports on operations to the Board of Directors.
- Provide advice and professional guidance to the RFFI CEO on Usal Redwood Forest management decisions.



Qualifications

The successful candidate must possess both good oral and written communications skills to interact with forest practitioners, a diverse Board of Directors, vendors and professionals, and a wide array of key community stakeholders; must be willing to work flexible hours in variable weather conditions; must possess a strong desire to see that the mission and vision of the RFFI Board is implemented through practice and demonstration.

Education and Experience:

- a) Registered Professional Forester (RPF) in good standing
- b) Minimum ten+ years' experience with forest management
- c) Demonstrated experience preparing and writing THPs
- d) Demonstrated understanding of, road construction/maintenance, carbon mensuration and monitoring, property and easement security and recreation.
- e) Proficiency in commonly used computer programs, e.g., Microsoft Office products (Word, Outlook, Excel, Powerpoint) and GIS-based software programs e.g., ArcView, etc.
- f) Familiarity with commonly used inventory systems, e.g., Forsee, etc.
- g) Understanding of growth and yield modeling
- h) Demonstrated understanding of forest management and restoration budgeting and accounting
- i) Ability to work both independently and as part of a diverse team
- j) Current driver's license and clean driving record

Additional Desirable Qualifications:

- a) Residence in the Redwood Region, and/or coastal climate
- b) Experience managing a large forest like the Usal Forest
- c) Experience working with redwood and Douglas fir forests
- d) Familiarity with FSC certification
- e) Familiarity with carbon registration projects and processes
- f) Experience working with community and conservation groups
- g) Willingness to embrace working with a nonprofit

If you are interested in the Forest Manager position, please send a resume and cover letter to Kathleen Moxon, Interim President and CEO at ceo@rffi.org. Questions can also be directed to [hiring@rffi.org](mailto: hiring@rffi.org). or by calling (707) 409-5144. The position will remain open until filled.