

**Deadline for Application is August 15<sup>th</sup>, 2011**

**Send resume and application letter to  
[Rick.Cantrell@sfiprogram.org](mailto:Rick.Cantrell@sfiprogram.org)**

**Questions may be directed to Rick Cantrell at  
864.653.7224**

**Position Opening: Manager, Southeast U.S. Community Outreach**

**Supervisor: Vice President & COO**

**Status: Full-time FLSA: Exempt**

**Location: Southeastern U.S. or D.C.**

**PRIMARY PURPOSE OF THE POSITION:**

The Manager serves as the staff liaison to the southeastern U.S. group of SFI Implementation Committees, develops partnerships and projects to increase the growth of certified lands and mills and chain of custody certifications in the SFI program, and promotes awareness and support of the SFI program through targeted outreach activities.

**ESSENTIAL JOB FUNCTIONS:**

**Strong Knowledge of Forest Products Sector**

- Experience with implementing or auditing to the SFI standard and working with SFI Implementation Committees (SICs) strongly preferred.
- Strong knowledge of the SFI requirements (including forest management, fiber sourcing and chain of custody).
- Thorough knowledge of southern U.S. forests and procurement.
- Experience with American Tree Farm System and management of family forests is a benefit.
- Knowledge of bioenergy issues a plus.

**Proven Ability to Form Partnerships**

- Develop and execute partnerships with SICs, Tree Farm Committees, Associations, Customers, Governments and Conservation Groups, to grow the SFI program.
- Develop, Coordinate and implement group certifications to SFI with landowners and mills and ATFS.
- Strong networking skills.
- Ability to work with diverse interests and a wide variety of stakeholders.

**Collaborate with the southern SFI Implementation Committees (SIC).**

- Actively promote certification to industry and landowners across the US.
- Participate in SIC meetings.
- First point of contact for southern SFI program participants and inquiries regarding participation in SFI.
- Manage trade show and conference activities Attend shows/conferences as needed.
- Give presentations to a diverse range of stakeholders.
- Facilitate best practices with SICs.

**QUALIFICATIONS/SKILLS/KNOWLEDGE:**

- Must possess working knowledge of forest certification, US forestry and the forest products industry.
- Ability to multi-task, detail oriented with the ability to work in a fast-paced environment, with strong organizational skills.
- Must be able to take initiative and work independently, as well as collaborate with others.
- Must possess strong computer skills, with working knowledge of Microsoft Office, Outlook, Word, Excel, and PowerPoint..
- Must possess excellent oral and verbal communications and interpersonal skills.
- Requires ability to respect confidentiality and exercise discretion with sensitive and privileged information.
- Ability to conduct oneself in a professional manner.
- Extensive travel, 50 percent or more of time, will be required.
- Maintain a home office somewhere in the southeastern United States—exact location is negotiable or work from SFI Inc. offices in DC
- Must possess ability to synthesize data and learn technical aspects of SFI program and certification standard.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

B.S degree in forestry, natural resources, wildlife management or equivalent from an accredited university is required. Minimum 5 years relevant work experience; Master's Degree Preferred.

An active Equal Employment Opportunity Employer M/F/D/V,  
SFI Inc. welcomes men and women regardless of race, color, national origin, religion, age, sex or disability.

A job description is a general description of the function and major duties of a job. It may not specify all duties, tasks, and assignments associated with a job. It is not intended to limit or in any way modify the right of management to direct, assign, and control the work of employees in a unit. Accuracy, attention to detail, ability to work effectively in a team environment, and ability to work in an atmosphere of multiple projects and shifting priorities are requirements of all jobs at the Sustainable Forestry Initiative, Inc. Additional job related qualifications may be specified for some openings. Job descriptions are subject to periodic review.