



FIELD OFFICER

7/28/25

Job Summary

The Field Officer furthers the Maryland Forestry Foundation's mission by supporting Maryland's 24 Forestry Boards in their efforts to increase forest preservation, to educate landowners about the importance of sustainable forestry management and to promote sound environmental stewardship practices. In close collaboration with the Maryland Forest Service, this position focuses on supporting board operations at the county level - facilitating communication, strengthening volunteer engagement, assisting with recruitment and onboarding of new members, and ensuring alignment with statewide goals. The Field Officer also contributes to the Foundation's broader outreach and engagement efforts, including community education, program support, and partnership-driven initiatives that promote sustainable forestry, conservation, and tree planting across Maryland. This role is ideal for someone who is organized, community-oriented, and passionate about supporting grassroots stewardship through collaborative leadership.

About the Maryland Forestry Foundation

The Maryland Forestry Foundation is a statewide nonprofit organization dedicated to advancing the sustainable use, stewardship, and appreciation of Maryland's forest resources. Our work centers on educating the public about the environmental, economic, and social benefits of forests, advocating for the protection and expansion of forest cover, and fostering the next generation of natural resource professionals.

As the lead nonprofit partner in Maryland's largest private lands tree planting initiative - funded through a grant from the Maryland Department of Natural Resources - we help implement high-impact conservation projects that contribute directly to the state's climate and water quality goals. The Foundation also invests in workforce development through the operation of two summer career exploration camps and the administration of four annual fellowships for college students.

Our advocacy efforts support forward-thinking forestry policy and funding at the state level. We work closely with the Maryland Forest Service and a network of 24 local Forestry Boards, as well as other environmental and civic partners, to promote responsible, science-based forest management across all regions of the state.



The Foundation's main office is located in Annapolis, Maryland, but remote work is supported and encouraged.

Primary Duties

Forestry Board Support

- Serve as the main liaison between the Maryland Forestry Foundation and the 24 county-level Forestry Boards.
- Collaborate with Maryland Forest Service regional staff to support board operations and ensure alignment with statewide forestry priorities.
- Assist with recruitment, onboarding, and retention of board members in accordance with state guidelines.
- Develop training modules to enhance each board's capabilities in community visibility, landowner outreach, member recruitment, website presence and topical programs/workshops for the local community.
- Ensure annual Forestry Board workplans reflect statewide goals and are submitted to the Foundation and the Regional staff on a timely basis.
- Attend all quarterly meetings of the Forest Conservancy District Board regions and the bi-annual meetings of the Association of Forest Conservancy District Boards.

Outreach / Public & Volunteer Engagement & Support

- Develop and implement strategies to enhance boards' outreach and communications initiatives, including community events, educational programs, and partnership projects.
- Provide technical and administrative support for board initiatives, including training resources, promotional materials, and county-wide promotion.
- Represent the Foundation at public events, conferences, and stakeholder meetings as needed.
- Work closely with Forest Service staff to promote awareness of Foundation and Forest Service programs, including the 5 Million Trees Initiative.

Administrative & Program Support

- Develop methods for boards to track and report program metrics, volunteer engagement data, and board activities for internal and grant reporting purposes.



- Help manage internal communications platforms and shared resources for board and volunteer use.
- Contribute to grant proposals, reports, and funding documentation related to volunteer coordination and outreach.

Job Details

Position Type:	Full-Time
Location:	Remote (Maryland-based candidates preferred)
Start Date:	To be arranged upon offer
Application Deadline:	August 31, 2025
Salary:	Up to \$60,000, commensurate with experience
Benefits:	Health insurance, holidays, vacation and sick leave, retirement contribution
References:	A minimum of 2 references should be listed in the cover letter

Qualifications:

- Bachelor's degree in forestry, natural resources, environmental science, or a related field.
- 3-5 years of relevant experience in natural resources, outreach, or volunteer coordination.
- Strong communication and organizational skills.
- Comfortable working independently in a remote environment.
- Familiarity with Microsoft Office, Google Workspace, and virtual meeting tools.
- Interest in sustainable forestry, public engagement, and environmental stewardship.

Preferred but Not Required:

- Experience working with program management, volunteer/nonprofit programs, or government agencies.
- Knowledge of Maryland's forestry system or environmental organizations.

How to apply

Applicants should email a cover letter and resume, using the subject line "Finance Officer Application", to info@marylandforestryfoundation.org, attention Dawn Balinski, Treasurer. Two references with contact information should be included in the cover letter.