Duties / Qualifications
Fall Flights Program Coordinator

Revised, November 10, 2026

Request for Proposal Title: **Fall Flights Program Coordinator**

Contract Managed By: Principal Canadian Liaison - AFWA

Please submit a short (2-3 page) proposal along with your CV/Resumé and budget for a one-year contract period (specify desired start and end dates), to Dave Kostersky (dkostersky@fishwildlife.org). **Identify your proposed travel, labor, and others costs and the approximate time to be allocated to the contract work. Please indicate the specific deliverables for each key duty, as described below, that you propose to achieve within the one-year time period of the contract.**

Funding available: $85,000 (approximately)
Expected time commitment: Half-time equivalent
Location: Contract - telework

Summary:

- The Fall Flights Program Coordinator builds and maintains relationships with state fish and wildlife agency directors and senior agency staff to encourage increased investments in Canadian wetland and associated upland habitats for breeding waterfowl and other migratory birds and to realize the Association's Fall Flights program annual goal of $10M. Coordinates the gathering and analysis of data and information from the Fall Flights program partners and other organizations to provide information to state fish and wildlife agencies, provinces, and territories in support of attaining the goals and objectives of the Fall Flights program.
- Conveys information, including explanation of state or provincial investment and program issues, and potential solutions, to management as well as to the Fall Flights Advisory Committee and partners. Coordinates the preparation of marketing and/or communication strategies and records program activities to ensure progress is being accomplished toward the Fall Flights program goals and modifies or changes approach as required to redirect activities and attain program objectives. Prepares program reports for management and the Fall Flights Advisory Committee. Controls expenditures in accordance with budget allocations.
- Works closely with AFWA's Southern Wings program to support full life cycle bird conservation and shared migratory bird priorities to ensure complementary partnerships with state fish and wildlife agencies.

Duties:

- Develop, manage, and facilitate on-going relationships with state, provincial, and territorial government agencies to implement the Fall Flights program and to encourage increased investments that benefit breeding waterfowl and other migratory birds in Canada and the United States.

- Interact with government officials or bodies beyond the fish and wildlife agencies as agreed to by the state, provincial, or territorial agencies
- Coordinate the gathering of data and information, and related analyses, to inform Fall Flights marketing and communication efforts and to inform state and provincial agency leadership of the need and benefits of increased investments in Canadian waterfowl habitats.
- Coordinate the development and implementation of a 5-year strategic plan and subsequent marketing and/or communications strategies to achieve the goals of the Fall Flights program and specific objectives identified by the Fall Flights Advisory Committee.
- Advance the Association's work to implement the recommendations of the 2021 Fall Flights Task Force and other actions recommended by the Fall Flights Advisory Committee.
- Develop and facilitate the administration of an annual "Fall Flights Award Program" in partnership with Canadian and US NAWMP agencies.
- Produce and distribute a regular Fall Flights e-newsletter for AFWA members and partners and collect and compile program data and information to contribute to the Fall Flights Annual Report.
- Create and facilitate a network of "state champions" for the Fall Flights program among AFWA members to increase the profile of the program and to support regular communications using tools such as webinars, workshops, special conference sessions, conference calls, training sessions, and other learning and networking opportunities.
- Work closely with the NGO's receiving the funding to collaborate on priority setting, communication efforts, individual state engagements and shared objectives.
- Meet regularly with Southern Wings program staff to collaborate on shared communications opportunities and objectives.
- Recommend effective means to integrate regional and state wildlife conservation priorities such as State Wildlife Action Plans into the goals and objectives of the Fall Flights program.

Skills and Abilities:

- Ability to communicate effectively (verbal and written); ability to establish and maintain meaningful relationships with senior agency leadership, ability to lead programs or initiatives; ability to manage contracts with consultants, ability to work independently and as part of a diverse and multi-faceted team; ability to think strategically and meet short-term and long-term deadlines, ability to manage multiple projects/assignments simultaneously, ability to coordinate and manage data and information collection, and ability to work within a budget

Qualifications:

- Outstanding written and verbal communication skills, strong organizational and people skills.
- Extensive experience in personal and organizational relationship building, management of on-going relationships, fundraising, public relations, and strategic investments.
- Excellent understanding of waterfowl management, the North American Waterfowl Management Plan (NAWMP) including Joint Ventures and non-government partners; and wildlife or natural resource management as currently practiced in the United States and Canada.
- Excellent understanding of the role that federal and state fish and wildlife agencies have in waterfowl conservation and the roles of federal, provincial, and territorial governments have in migratory bird management in Canada
- Strong understanding of the Southern Wings – AFWA program, its priorities and role in supporting full life cycle conservation of migratory birds
- Good knowledge and understanding of marketing and communications.
- Good knowledge of the international bird conservation initiatives such as Partners in Flight, the U.S. Shorebird Conservation Partnership, and the Waterbird Conservation for the Americas plan.

- General knowledge of government budgeting processes at the agency level and state, provincial, or territorial level.

Education:

- Bachelor's degree in Wildlife Biology, Wildlife Management, Ecology, Environmental Science, Environmental Policy, Public Administration, or a related field; Master's degree or Professional degree preferred.

Desired Work Experience:

- At least 10 years' relevant or related work experience in waterfowl, migratory bird, government administration, legislation, and/or fish and wildlife conservation; experience working at a state, provincial, or federal wildlife or natural resource agency in the United States or Canada is a significant benefit or a combination of experience working with non-government conservation organizations and government agencies.