

Urban and Community Forestry Grant Program Specialist

Application Deadline: July 16th 2025

Location: Hartford, CT with the opportunity for a hybrid schedule

Schedule: 35 hours a week M-F with occasional weekend and evening work

Salary: \$76,600.00

Duration: Fully funded 4-year position

Position Overview

Wildlife Management Institute is seeking an Urban and Community Forestry Grant Specialist to work with the CT Department of Energy and Environmental Protection's Urban and Community Forestry (UCF) Program. The UCF program has nearly \$4 million to competitively award to municipalities and non-profit organizations through various [sub-grant programs](#). Sub-grant programs can support a variety of urban and community forestry activities, including, but not limited to, tree planting, tree stewardship, invasive species management, tree inventories, forest management plans, and silvicultural practices. The UCF Grant Program Specialist will support all aspects of these subgrant programs from start (e.g. development of a request for proposals and applications) to finish (e.g. post-project inspections, processing reimbursements, promoting grant accomplishments) while providing technical assistance and monitoring for grant compliance along the way.

This position will support existing UCF grant programs and will assist with the development of a new grant program to fund resilient forestry practices on rural municipal woodlands. The Grant Specialist will provide a high level of customer service to grantees and will place a particular emphasis on shepherding less experienced grant applicants through all aspects of grant management. This includes creating and sticking to a work plan, organizing and compiling reimbursements, and coaching them through best practices in urban and community forestry.

The ideal candidate will possess excellent organizational skills and an interest in gaining experience in the natural resource profession. This role is primarily administrative (estimated 75%), but will require approximately 25% of their time to be spent in the field. Ideally, the candidate will hold the position for the duration of the four-year project to ensure consistency and foster relationships with grantees.

Position Duties and Responsibilities

Oversee and coordinate the grant program, serving as the primary point of contact for the UCF Grant Program and maintaining timely correspondence with grantees throughout the grant cycle.

Develop RFP scoring metrics and review panels: Develop request for proposals, competitive scoring metrics, and coordinate application review panels.

Advertise and promote the grant program: Advertise grant programs and help municipal and non-profit applicants navigate eligibility criteria and RFPs to determine the grant programs best suited to their proposed projects. Host informational sessions and grant writing workshops for municipal land managers, legislators, non-profit organizations, and other stakeholders. Update and maintain website content related to grant programs.

Draft contracts and process reimbursements: Work closely with DEEP staff to draft project agreements for grantees. Monitor and process reimbursement requests to ensure compliance with state and federal guidelines.

Provide ongoing technical support to grant applicants and grantees: Host informational webinars and biweekly office hours to guide potential applicants through project development and the proposal writing process. Coordinate technical assistance for grant recipients with DEEP's stewardship program.

Maintain regular correspondence with grantees: Schedule regular check-ins and site visits with grantees to ensure project progress and successful completion. Document and track grantee progress and flag potential issues or concerns for DEEP staff.

Identify resource gaps and develop tools/resources to address them: Using lessons learned, develop tools and resources to improve the grant application and project implementation processes.

Evaluate and report post-project outcomes: With oversight of a CT-certified Forester, conduct post-project inspections. Collect post-implementation data and maintain a database that documents grant-funded project outcomes. Develop outreach materials that promote the outcomes and impacts of grant-funded projects. Present grant programs and outcomes at stakeholder meetings, local conferences, and within DEEP.

Required Knowledge, Skills, and Abilities

- Experience coordinating and communicating with stakeholders, including municipal land managers, non-profit organizations, tree wardens, tree commissions, advocacy groups, and volunteer groups.
- Experience providing technical assistance in both urban and rural forest settings.
- Experience with grant management.
- Ability to work independently with minimal supervision.
- Extremely detail-oriented and organized.
- Patient with an approachable demeanor and willingness to guide first-time grant applicants through new and unfamiliar processes.
- Excellent verbal/written communication skills.
- Valid driver's license and reliable transportation.
- A general qualification guideline for this position is a bachelor's degree in natural resource management, such as forestry, environmental science, or ecology. Master's degree in forestry, urban ecology, urban forestry or certifications in forestry or arboriculture are a plus.
- Computer skills are required, applicant should be familiar with Microsoft Word and Excel; Microsoft Teams and Planner Board experience are a plus.

About the Department of Energy and Environmental Protection

The State of Connecticut's Department of Energy & Environmental Protection (DEEP) is dedicated to conserving, improving and protecting Connecticut's natural resources and the environment- and increasing the availability of cheaper, cleaner and more reliable energy. The mission of the Bureau of Natural Resources is to conserve and enhance Connecticut's fish, wildlife and forest resources and to enhance opportunities for public use and appreciation. The Bureau of Natural Resources is made up of three Divisions (Fisheries, Forestry and Wildlife) and a central office. The Urban and Community Forestry Program sits within the Division of Forestry and is the program charged with providing technical and financial assistance to municipalities for the benefit of community health, climate resilience, and quality of life.

About the Wildlife Management Institute

The successful applicant will be an employee of Wildlife Management Institute (WMI). WMI is a professional conservation organization that works to improve the foundation of wildlife management. Their mission is: "dedicated to the conservation, enhancement and professional management of North America's wildlife and other natural resources."

Supervision

In this unique partnership, the position is hosted by the Wildlife Management Institute but will work closely with DEEP's Urban and Community Forestry team. Daily activities will be supervised by the designated DEEP staff lead, but engagement with the Division's Private & Municipal Lands Unit is also expected. UCF Grant Program Specialist will participate in annual job performance reviews with the DEEP staff lead.

Benefits and Additional Information

The position will be eligible for WMI 401(k) retirement benefits and WMI will provide workers' compensation, general liability protection, and professional liability protection and unemployment insurance benefits. The incumbent will be entitled to make voluntary contributions to their 401(k) retirement plan.

WMI provides health, dental and vision insurance.

Workspace and computer will be provided by DEEP. This position is eligible for mileage reimbursement at the federal rate for all work-related travel.

To Apply

Send a cover letter and resume to danica.doroski@ct.gov with the subject line "UCF Grant Specialist" by the application deadline.

Application Deadline

July 16th, 2025- 11:59 pm