

Job Description



Director of Forestry & Regulatory Affairs

POSITION SUMMARY

Responsible for helping organizing the Association's input on federal, state, regional and local government rules & regulations as they impact silvicultural operations and forest practices. Continually monitors regulatory activity; represents the Association and works with affiliated associations and agencies at all levels of government; provides input and develops strategies to positively influence rules, regulations and legislation (as needed) that impact silvicultural operations. This position also facilitates the Florida Master Logger program and staffs various committees within the Association.

Reports to: Executive Vice President

Employment Status: Exempt

SPECIFIC DUTIES

1. Monitoring, interpreting and organizing appropriate input on rules, regulations and legislation affecting forestry operations. Acting as liaison with all relevant federal, state, regional, and local governmental agencies and affiliate organizations. 20%
2. Serving as the Master Logger Program facilitator. Planning, scheduling and coordinating Master Logger training and continuing education workshops. Working closely with the SFI Committee to implement goals and objectives. 20%
3. In conjunction with the Executive Vice President, reviewing and updating Association policies and positions affecting forestry issues. Developing written communications to clearly explain the Association's position on technical forestry-related issues to targeted audiences. 10%
4. Staffing the Environmental, Tree Farm and SFI Committees, BMP Committee Rep for FFA and related task forces. Coordinating their activities. 15%
5. Monitoring state, regional and local Boards and Commissions for vacancies. Working with the Association membership to identify members for appointment to positions that would benefit silvicultural operations and wood products in Florida. Assisting applicants with application process and providing letters of recommendation as needed. 5%
6. Formulating timely topics for the Annual Meeting program and securing relevant speakers. Coordinating details with other staff members. 5%
7. Providing regular articles for Association newsletters, magazine and other publications regarding rules, regulations, ordinances, and environmental and technical issues. 5%
8. Developing and implementing strategies to increase participation in hunt club and landowner liability insurance program. Communicating with large landowner members to encourage their participation. 5%

9. Providing staff support and participating in the Florida Forestry Teachers' Tour, as needed. 3%
10. Mass Timber and New Market Support. 5%
11. Updating the links to the Environmental Laws regulating silvicultural practices on the Association website. 2%
12. Performing other related duties as appropriate. 5%
13. Soliciting for membership in the Association whenever the opportunity or occasion arises.
14. Preparing and maintaining a desk copy of a procedures manual for this position.

Minimum Qualifications

This position requires an individual who has completed a minimum of a Bachelor's Degree in Forestry or related field and has a minimum of five years of full-time forestry/natural resource-related experience. The abilities to multitask, work independently, communicate effectively and represent the Association on technical issues are crucial, as are strong organizational skills. Familiarity with basic computer software is required. Both quality and quantity of work must be performed at high levels.

The above description is not intended to be an "all inclusive" list of the duties and responsibilities of the job described nor are they intended to be a complete listing of the skills and abilities required to do the job. Rather they are intended to describe the general nature of the job. The employee in this position is expected to perform other duties as assigned.

REVISED 6.8.2026