



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Manager, Events and Logistics

Supervisor: Senior VP, Community and Government Relations

Location: Washington, DC required. Occasional remote work allowable.

Status: Regular, Full-Time, Salaried, Exempt from Overtime

ABOUT US:

At the Sustainable Forestry Initiative® (SFI®), we believe that sustainable forests are critical to our collective future. SFI is a sustainability leader through our work in *standards, conservation, community, and education*. As an independent, non-profit organization, we collaborate with our diverse network to provide solutions to local and global sustainability challenges. SFI works with the forest sector, brand owners, conservation groups, resource professionals, landowners, educators, local communities, Indigenous Peoples, governments, and universities. SFI is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally.

The goal of our Community pillar is to advance collaborations between local community and the SFI network to increase mutual understanding of the values and benefits provided by sustainably managed forests. We host the SFI Annual Conference and other events throughout the year to connect leaders from the forest sector in discussions about the power of our forests in addressing global sustainability challenges. Our staff participate in events hosted by partners throughout the year, which enable us to showcase SFI's work across its pillar.

SFI is proud to provide our employees with a collaborative, dynamic, and rewarding professional experience, with a competitive compensation and benefits package and growth opportunities. Our benefits include (but are not limited to):

- Medical, dental, and vision coverage for you and your family.
- Retirement plan with generous employer contribution and additional matching contribution.
- Paid Time Off – generous vacation policy increasing with experience, 12 sick days annually, all federal holidays, plus 4 floating holidays annually.
- Educational assistance and investment in professional development.

ABOUT YOU:

The Manager of Events and Logistics will support SFI hosted events, including the SFI Annual Conference, Project Learning Tree (PLT) Coordinators Conference, and committee meetings, as well as staff participation in partner events. This position will also support management and distribution of SFI materials and merchandise. This position will work closely with the Senior VP of Community and Government Relations, the VP of Communications, and other members of the Communications team, and will support activities across all of SFI's pillars.

ESSENTIAL JOB FUNCTIONS:

- Support SFI and PLT annual conferences, including managing sponsors and exhibitors, giveaway and store merchandise, awards, side meetings, staff participation, and coordination with event planning consultant.
- Support other SFI hosted events in DC office and elsewhere, such as governance committee meetings, SIC regional meetings, and other events, including arranging catering, hotels, print materials, and other needs.
- Manage SFI's participation in external events (approximately 25 per year across US and Canada), including sponsorships and exhibits, budgets, shipping, and coordination with communications team and pillar heads.
- Support SFI Board logistics and administration related to meetings, materials, membership, and orientation.
- Manage SFI e-commerce, including handling online merchandise sales, coordinating with warehouses, and supporting printing projects.
- Plan and manage consolidation of warehousing and logistics services to bring together stock from three business units and e-commerce systems, and multiple different warehouse locations into one service, under one account.
- Support other events and logistics projects to be identified.

SUPERVISORY RESPONSIBILITIES:

This position will not initially have direct employee supervisory responsibilities.

PHYSICAL DEMANDS / TRAVEL /IN-OFFICE REQUIREMENTS:

Physical requirements include ability to work from a desk at a computer for prolonged periods of time; occasional lifting/carrying of up to 25 pounds. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. This position requires occasional travel to the US and Canada, up to 15% of time. **To fulfill essential job functions, this position requires being physically present in the DC office an average of 3 days/week.**

COVID-19 PROTOCOLS

Employees based in the Washington, DC and Ottawa, Ontario regions will be expected to report to the local offices several days a week. We strongly encourage employees to get vaccinated against COVID-19. You will be asked to either provide proof of COVID-19 vaccination or wear a mask while in SFI's offices.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree, preferably in a field related to SFI's mission
- At least three years of experience in planning and managing events.
- Proficiency with Microsoft 365 (particularly Outlook, Word, Excel and PowerPoint), experience with Salesforce or other CRM, and experience with WooCommerce or other e-commerce platforms

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

The ideal candidate will bring:

- Excellent organizational skills with attention to detail and deadlines
- Positive attitude, high energy, and enjoyment working cooperatively in a team environment
- Experience building positive and collaborative relationships with partners and stakeholders
- Track record for managing multiple complex projects in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results
- Demonstrated ability to take initiative and be a problem solver
- A sound work ethic with the ability to act both independently and as part of a team
- Superior written and verbal communications skills, with fluency in a foreign language a plus

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Nadine Block, Senior VP, Community and Government Relations, at careers@forests.org. Subject line should say "Application: Manager, Events and Logistics". Applications will be accepted until **October 26**, or until the position is filled.

SFI is proud to provide our employees with a collaborative, dynamic, and rewarding professional experience, with a competitive compensation and benefits package and growth opportunities. We are committed to creating a diverse environment and being an equal opportunity employer. Our team represents a broad range of cultures, education, disciplines, and work and life experiences, and we strive to leverage these differences in our daily work. We will not discriminate against any employee or applicant on the basis of race, color, national origin, religion, age, gender, gender identity or expression, sexual orientation, disability, or any other protected characteristic. We believe in creating an empowered and supportive team that is committed to advancing sustainability through forest-focused collaborations. Learn more about [SFI Staff Culture](#), read our [Diversity, Equity and Inclusion Policy](#), and review our [Indigenous Relations Commitment](#).