POSITION DESCRIPTION
DIRECTOR OF WOOD PRODUCTS INITIATIVES
Northern Forest Center

The Northern Forest Center (the Center) is a nonprofit organization that advocates for the Northern Forest region of Maine, New Hampshire, Vermont, and New York and helps its communities benefit from forest-based economic and conservation initiatives. The Center advances its mission through a coordinated, network-based approach to regional and local work in four natural resource-based development areas: Wood Products, Renewable Energy, Rural Destination Tourism, and Ecosystem Services. The Center also has programs to support the creation and implementation of Community Forests and facilitating New Markets Tax Credit Financings for projects involving the forest based economy.

The Center seeks a full time Director of Wood Products Initiatives to lead the Center’s efforts to encourage and facilitate innovation within the wood products manufacturing industry to enhance economic competitiveness, and to help build the highly skilled workforce needed for the industry to be economically competitive in the global marketplace of the 21st century.

Title: Director of Wood Products Initiatives (exempt, full time 40 hours per week)

Reports to: Vice President for Innovation and Financing

Office Location: Preference is for this person to work from a base at the Center’s central office in Concord, NH. However depending on the qualifications, experience and preference of the person filling the position, other arrangements may be considered.

Salary: The salary for the position is dependent on qualifications and experience. The Center offers a competitive benefits package.

Summary and Overview

In 2010, the Center launched the Regional Wood Products Consortium, a collaboration between the Center and the wood products manufacturing industry in Maine, New Hampshire, Vermont, and northern New York. The Director of Wood Products Initiatives coordinates the implementation of the Consortium. A trade association in each of the four states, plus a national trade association, as well as other partners on specific projects, work with the Center in implementing the Consortium. The Consortium currently has two major program initiatives, Transformational Innovation Assistance for Wood Products Manufacturers and the Skilled Workforce Initiative for Wood Manufacturing. The Center has raised and continues to raise substantial resources to support operating expenses in implementing these programs, and to provide subsidies to encourage and facilitate wood products companies in pursuing innovations and building a skilled workforce.

Responsibilities

- Transformational Innovation Assistance  Lead implementation of the Transformational Innovation Assistance program, including performing outreach to companies to generate interest in particular projects, provide technical assistance and options for use of expert innovation service providers, making referrals as appropriate, and continuing to work with companies during a project to track progress and document results, so that successes can be promoted as models within the industry. This work includes building relationships with company leaders and identifying and building relationships with expert service providers who
can assist companies in implementing innovations with the potential for transformational change. Examples of such innovations include Lean Manufacturing, Mass Customization, and Organizational Development.

- **Skilled Workforce Initiative for Wood Manufacturing**  Lead implementation of the Skilled Workforce Initiative, including working closely with the Center’s partner, the Woodwork Career Alliance (WCA), performing outreach to companies to provide information on the benefits of the program and how it works, performing outreach to educational institutions seeking their participation, coordinating program implementation and providing assistance to participants as needed. This work includes building relationships with company leaders and educational institution representatives.

- **Publicizing Innovations**  Prepare the Center’s quarterly newsletter, Innovation Highlights, generate articles in various publications, make presentations, organize events and engage in other activities as appropriate to highlight innovations and activities by companies in implementing innovations and building a skilled workforce. A goal is to showcase examples of innovation implementation to encourage replication.

- **Trade Association Partners**  Work with the Consortium’s trade association partners to maximize their ability to assist in implementing Consortium activities.

- **Future Areas of Innovation**  Help identify future areas of innovation for possible new Consortium initiatives.

- **Representing the Center**  Represent the Center as appropriate in public forums, networks and presentations.

- **Fundraising**  Assist as appropriate in fundraising to secure resources for program implementation.

- **Collaboration with Center Team Members**  Work collaboratively with other Center staff to advance the mission of the Center.

**Qualifications**

- Substantial knowledge of the wood products manufacturing industry.
- Experience in working well with leaders and key personnel of wood products manufacturers.
- Excellent inter-personal and communications skills.
- Understanding and enthusiasm for addressing the work of the Consortium and understanding the challenges involved in achieving the Consortium’s objectives.
- Demonstrated ability to take the initiative in implementing complex tasks while being responsive to overall supervision and guidance.
- Excellent writing skills.
- Willingness to travel frequently as needed throughout Maine, New Hampshire, Vermont and northern New York.

**To Apply**

Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line “Director of Wood Products Initiatives application.”

The Northern Forest Center is proud to maintain employment practices based upon individual qualifications, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs or disability.