NY Program Manager – Reforest NY

At a glance: Central New York · $80-110k salary with health and life insurance, performance bonus and 401(k) · relocation assistance for qualified candidates · 5+ years of program delivery experience · applications reviewed on a rolling basis.

About the Company

ArcheWild is a professional ecological restoration firm operating throughout the mid-Atlantic. We tackle some of the largest and most complex restoration programs on the East Coast. **We are not a carbon credit or mitigation bank.**

The Opportunity

New York has committed to planting 25 million trees by 2033, but it doesn't yet have the native seed and seedlings to do it. ArcheWild has been selected by the NYS Department of Environmental Conservation (DEC) for two Advancing Forest Markets grants to fix that: we will build New York's first integrated, source-identified seed-to-forest supply chain. Under a companion 25 million Trees Nursery Discount (TND) award, we'll also put discounted, New York-grown native trees in the hands of landowners statewide.

We're hiring one person to run the whole thing. As Program Manager, you're the program office for the initiative. You own the plan, the people, the partners and the proof. You'll stand up a statewide network of seed collectors, landowners and growers. You'll keep a new Finger Lakes nursery build on schedule. And you'll make sure every milestone is delivered and documented.

This is a builder's job, not a caretaker's. In 2028 it grows into head of ArcheWild's New York supply chain, with ownership of sales targets, network health and capacity expansion. If you want to build a lasting legacy in New York, this could be the role for you.

What You'll Do - Run the Program Office

You own the master schedule across every workstream: seed network, landowners, growers, nursery construction, training, software rollout and TND sales. A weekly operating rhythm that surfaces slips early and keeps it on track.

- Keep the risk register, budget-to-actuals and milestone tracker, including the roughly $1.1 million capital build. Decide, escalate or re-plan when targets drift.
- Assemble each quarterly milestone package for DEC's Statewide Financial System (SFS): registries, signed agreements with parcel IDs, certified payroll, nursery inventory records, course transcripts and workshop sign-in sheets.
- Keep the program audit-ready: USDA FSA requirements, state contract terms, competitive procurement, and MWBE/SDVOB participation where they apply.

Lead the New York team

- Hire, onboard and lead the New York team, starting with the Network Manager and the NY Project Manager. Partner closely with the Nursery Manager, the NY Project Manager and our SeedSource software team.
- Set clear quarterly goals and coach people to hit them. Get into the field yourself when the season demands it.

Build the network and the partnerships

- Be ArcheWild's primary contact for DEC grant managers. Build working relationships with other Advancing Forest Markets awardees, so New York's new capacity works as one market rather than many silos.
- Recruit New York nurseries and growers onto SeedSource's shared inventory directory, which is free to them for three years. Align standards and training with regional seed networks.
- Interview institutional buyers to build a 2028 species and ecoregion demand plan, then turn it into collection and production targets.
- Represent the initiative at conferences, Cornell Cooperative Extension and SUNY ESF events, SWCD meetings and land trust gatherings.

Grow the Business

- Turn grant-built capacity into a self-sustaining New York operation: wholesale and retail seedling sales, contract-grow agreements, and a growing customer base for provenance-tracked trees.
- In 2028, step into the role of head of ArcheWild's New York supply chain, owning its sales targets, network health and capacity expansion plans.

What's hard about this job (we'd rather tell you now)

- This is a sprint, not a marathon. The workplan and milestones are set, and nature doesn't wait for anyone.
- Network building is slow. Collectors, landowners and growers join voluntarily, and winter is the quiet season.
- You'll switch between a compliance spreadsheet, a landowner's kitchen table and a muddy nursery site in the same week.
- Much of New York is a long drive from anywhere. Expect regular day trips and occasional overnights.

What you bring

- 5+ years delivering complex programs with hard milestones, multiple partners and outside funding, in conservation, forestry, agriculture, nurseries, extension or a similar field.
- Direct experience managing a government grant or contract with deliverable-based or reimbursement payments, including the documentation behind them.
- A track record of building something from scratch: a program, a network, a new office or a new line of business.
- Strong organization and writing, and comfort with spreadsheets, project-management tools and new software.
- The people skills to win over a skeptical landowner, a state program officer and a partner organization's director in the same day.
- A valid driver's license, and willingness to live in or relocate to Central New York.

Nice to have

- Background in forestry, botany, restoration ecology, nursery production or seed collection and processing.

- Existing relationships in New York's conservation, forestry or agricultural community.
- PMP or similar project-management training, or a Certified Grant Management Specialist (CGMS) credential.

How to Apply

Send three things: 1) your resume, 2) a cover letter describing why you want this job and why ArcheWild is your next best career move, and 3) your answers to the **screening questionnaire**. Email items 1 and 2 to **careers@archewild.com**; item 3 is completed online.

The questionnaire takes about 45 minutes. Applications missing any of the three are not reviewed. We review applications on a rolling basis and reply to every applicant.

Our process (about 4 weeks): a scored questionnaire; a 30-minute call; a 60-minute conversation with leadership; a 90-minute working session on our real milestone plan; a visit to the nursery hub to meet the team; and references.

About ArcheWild. ArcheWild is an ecological restoration company with its own R&D group and native plant nursery. For nearly 20 years we've collected seed, grown provenance-tracked native trees and shrubs, and planted them on restoration projects from New England to the mid-Atlantic. We built SeedSource, a supply-chain database that traces every plant from mother tree to planting site. Our clients include The Nature Conservancy, the National Park Service, the U.S. Forest Service, and conservancies and engineering firms across New York. We're a hands-on, science-driven team that holds itself to a high standard and works hard to get things right the first time.

What we offer. Salary range of $80-110k with health and life insurance · ample paid vacation and holidays · performance bonus program · 401(k) · relocation assistance for qualified candidates · company truck or mileage reimbursement for field travel · training and certifications paid by ArcheWild (e.g., pesticide applicator, CERP) · a role in building New York's native tree supply chain from the ground up.

Equal opportunity. ArcheWild is an equal opportunity employer. We consider all qualified applicants regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic. If you need an accommodation to apply or interview, including completing the questionnaire another way, email **careers@archewild.com**.