



# Institute for Applied Ecology

*Dedicated to native ecosystem conservation, research, and education*

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*1202 Parkway Dr. #B, Santa Fe, NM 87507*

The Institute for Applied Ecology (IAE) is a non-profit started in 1999 with a mission to conserve and restore native plants and their habitat through restoration, research, and education. Our vision is a world where all people and wildlands are healthy and interact positively, biological diversity flourishes, and environmental challenges are met with a social commitment to solving problems with scientific principles.

Our Southwest Office (IAE SW) works in New Mexico and Arizona. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, offer native species education opportunities and materials, provide technical assistance to restoration and management planning and implementation, and conduct on-the-ground habitat restoration and applied research.

*IAE values diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.*

## **Southwest Botanist**

**Start Date:** 10/1/2025 to 9/30/2025 with possibility for extension.

**Location:** Santa Fe, NM

**FMLA Status:** Full-time, exempt

**Job Classification:** Botanist 2

**Supervisor:** SW Plant Materials Program Manager

**Compensation:** \$26 to \$28 hourly - plus a generous benefits package that includes health insurance, retirement match, life, AD&D, and LTD insurance.

### **Job Responsibilities and Duties**

The Southwest Botanist is primarily focused on managing and implementing plant materials, restoration, research, and education projects in support of the New Mexico Bureau of Land Management's Plant Conservation and Restoration Program (PCRP). BLM's [PCRP](#) is focused on restoring native plant communities for wildlife and pollinator habitat following energy development, mining, and wildfire. The program's mission is to ensure the reliable and stable

availability of locally adapted native seed, and to increase the quality and quantity of native plant materials available for restoring and supporting healthy, resilient ecosystems. The responsibilities of this position include data management for wild seed collections, production inventories, restoration trials, and supervision of NM BLM [Seeds of Success](#) (SOS) seed collection crews. The SW Botanist also provides native plant technical support to other NM BLM programs and supports implementation of restoration projects to help NM BLM and the Department of Interior (DOI) improve conservation stewardship and meet DOI goals. Other core responsibilities of this position include contributing substantially to grant-writing in support of their program and program budget management with support from their supervisor.

### **Project Management**

- Manage BLM NM seed data
  - Manage and analyze BLM NM PCRP data to provide the program with updated and accurate information regarding seed collection and seed production needs and priorities, allowing for effective program planning for collection and production efforts each growing season.
  - Update NM Seeds of Success seed collection and production databases and use that data to assess progress towards meeting collection gaps in species, seed zones, and/or field office, while incorporating restoration needs of field office staff.
  - Use GIS to update seed data maps and compile resources for the field offices to use.
- Manage IAE's BLM projects
  - Develop and execute contracts for BLM production fields
  - Build accessions for production fields
  - Complete field inspections for BLM seed production fields
  - Coordinate with SWSP staff to ensure seed testing and seed certification for BLM seed lots
  - Support seed cleaning and processing, as needed
  - Manage BLM budgets
- Provide assistance and support for additional BLM projects as needed, including the implementation of [USGS RestoreNet](#) plots

### **Coordination/Supervision of Others**

- Hire, onboard, and train BLM SOS crews or other BLM project support staff, as well as supervision and coordination of SOS crews during their field season, including ensuring protocols are followed and data is accurate and complete.
- Coordinate with IAE and the BLM Seeds Of Success (SOS) National Team to provide support in SOS and IAE protocol training.

- Collaborate closely with IAE Plant Materials staff; participate in SWSP meetings as needed.
- Ensure seasonal crew compliance and provide quality control support for digital data collection, data management, and SOS reporting requirements.
- Attend all relevant partner meetings
- Coordinate with all BLM NM native plant production partners, helping identify and provide starter seed for increase, communicating and sharing production techniques and research results for native species more novel to production, and communicating starter seed and produced seed availabilities to producers and BLM staff.
- Assist with data entry, research, and databasing for both SOS seed collection data and BLM rare plant data
- Facilitate coordination with other seed collection crews to ensure there is no duplication of effort or over-collection of plant populations.
- Obtain necessary permits for BLM projects and/or seed collection.
- Support IAE restoration projects, volunteer events, and other duties as assigned.

### **Writing**

- Provide SOS reports and seed availability data to BLM NM State Office and participating Field Offices.
- Respond to data requests, write technical reports, develop and present training and outreach materials, and communicate with BLM, IAE, and external partners as needed.
- Write reports, including contributing to the annual NM BLM PCRP report.
- Participate in reviewing and revision of documents with peers and supervisors, as needed.
- Effectively communicate in writing for a wide variety of audiences such as funders, members of the scientific community/peer-reviewed outlets, project partners, members of the public, etc.
- Contribute to the IAE newsletter

### **Grant/Agreement proposal preparation**

- Contribute to grants/proposal narratives and/or budgets as well as successful acquisition of program funding.
- Develop proposals, including project concepts, budgets, and schedules.

### **Qualifications**

#### **Minimum Qualifications**

- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously.
- Positive attitude and excellent oral and written communication skills.

- A minimum of five years of experience in plant ecology, or a related field.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint) & Google Suite.
- Intermediate proficiency with collecting and managing data with ArcGIS Online and ESRI mobile applications such as FieldMaps and Survey123.
- Ability to work long hours in adverse weather conditions (heat). Ability to hike up to 3 miles carrying a 40-pound pack and work in a bent-over/kneeling/sitting position for long periods
- Ability to navigate to field sites using maps or GPS.
- Current U.S. driver's license and acceptable driving record.
- Plant Species ID: Familiarity with plant families of the Southwestern region.
- GIS: Knowledge of basic ArcGIS Pro processes to query and manipulate data and make maps.

**Required skills, abilities, and experience:**

- Electronic data capture (software): Able to use electronic data collection platform independently, make updates/minor edits as needed. Platforms may include FieldMaps, Survey123, S1, or others.
- Data Collection and Entry: Able to collect, enter, and implement data QA/QC.
- Data Management: Able to enter data using database software or other data storage systems. Able to import/export and design simple queries to extract data from a database.
- Seed Knowledge: Intermediate proficiency in seed biology, as well as collection and handling practices. Able to instruct others on seed collection and handling.

**Additional desired skills, abilities, and experience**

- Meeting facilitation: Able to plan, facilitate, and provide follow-up for group or public meetings with minimal support or supervision.
- Experience collecting seed through the Seeds of Success or other similar program
- Experience in a leadership or supervisory role

*This position announcement does not necessarily represent a complete and inclusive list of all duties encompassed in this position but rather serves to provide the general overview and expectations of the role.*