

# JOB ANNOUNCEMENT

## Southwest Wisconsin Grassland Network

### Project Coordinator

Start Date: 1 October 2018

Sponsoring Organization: Driftless Area Land Conservancy

Funding Sources: U.S. Fish and Wildlife Service; Wisconsin Department of Natural Resources; Driftless Area Land Conservancy

Location: TBD – likely Dodgeville, Wisconsin

Hours: full-time (2080 hrs./annually); part-time may be an option

This position will coordinate and implement grassland conservation initiatives in beautiful and unique Southwest Wisconsin, part of the Midwest's Driftless Area. This region is crucial within the Upper Midwest for the conservation of prairie, oak savanna, idle grass, pasture, trout streams, and associated plant and animal species, including grassland birds.

Key duties of this position include engaging landowners, promoting conservation practices and programs, and organizing the Southwest Wisconsin Grasslands Network (SWG N), a diverse partnership of government agencies, non-profit organizations, and other stakeholders. This is an ongoing position with initial funding for one year.

#### Job Duties:

##### A) Conservation Liaison (60%)

- Assist partners in promoting, coordinating and delivering conservation programs, focusing on landowners in priority areas as determined by the Network and/or grant sources. This may include site visits in the highest-priority areas, connecting landowners with conservation staff, promoting farm bill and other conservation delivery programs, and working with land trusts to protect grasslands;
- Develop and maintain good working relationships with Network partners and stakeholders, including regular meetings with conservation-delivery partners (such as Natural Resources Conservation Service, Land Conservation Department, UW-Extension, and Fish and Wildlife Service field staff);
- Work with partners to track program and event participation and to use strategies to connect with unengaged landowners;
- Focus efforts on outcome-based accomplishments by promoting work on conservation targets and activities with measurable metrics (i.e. # of acres, number of participants);
- Serve as a clearinghouse for information on all relevant conservation programs: work with partners to connect landowners to relevant tools, resources, and programs;
- Call and facilitate regular steering committee, working group, and full network meetings and record minutes.

## B) Capacity-Building (20%)

- Pursue and secure funding for the coordinator position; Look for grant opportunities throughout the conservation community and other philanthropic opportunities that will lead to a self-sustaining coordinator position; coordinate with SWGN partners to identify leveraged funding to support grant matching contributions;
- Assist partners with securing funding for conservation delivery, outreach, and communication.

## C) Outreach and Communication (15%)

- Maintain and follow a project Facebook Page, website, and any other social media; connect interested followers with appropriate SWGN partner;
- Develop written communications such as mailings, press releases, newspaper articles, and newsletters;
- In coordination with SWGN partners, build community awareness and engagement through presentations, events, and workshops, focusing on developing new partnerships and/or reaching unengaged landowners;
- Other items as agreed upon by the outreach working group.

## E) Performance metrics (5%)

- Develop annual work plan to be approved by the steering committee;
- Produce annual report of conservation accomplishments.

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## Minimum Qualifications:

- Bachelor's Degree in Natural Resources or other conservation-related field
- Knowledge of the ecology and management of prairies and oak savanna
- Strong written and verbal communication skills
- Experience leading a partnership or group projects and facilitating meetings
- Proficiency with Microsoft programs including Excel; ability to learn new programs including database software
- Must have valid driver's license
- Must be able to work occasional evenings or weekends.
- Must be able to work outdoors, including walking on steep terrain and in poor weather such as rain or heat.

## Preferred Qualifications:

- Proficiency in commonly-used ArcMap tools and functions strongly preferred

- One or more years' experience in a conservation-related position
- Experience with agriculture
- Experience with grant writing
- Experience in adult education, event planning, and outreach

Additional Information:

Salary:

Competitive starting salary (from \$38,000 to \$42,000 – depending on experience). No medical or dental benefits, but generous leave policy, including up to three weeks paid vacation in the first year along with personal time.

To apply:

Please send cover letter, resume and three references to David Clutter, Executive Director, Driftless Area Land Conservancy, at [dave@driftlessconservancy.org](mailto:dave@driftlessconservancy.org). NOTE: Please put the words “**SWGNC Coordinator**” in the subject line of your email. Deadline for accepting resumes is **Friday, 24 August 2018**.