



Sand County Foundation

Associate Program Director - Community Based Conservation Network®

Position Description

General: The Associate Program Director for Sand County Foundation's *Community Based Conservation Network (CBCN)* will operate on the cutting edge of a new resource conservation paradigm. The position will be responsible for working with people to develop functional partnerships that combine ethics, incentives, good science to improve natural resource conditions and enhance the vitality of rural communities. He or she will catalyze and lead innovative conservation projects across North America, facilitate learning exchanges among landholders and practitioners, and assist Foundation staff in identifying and disseminating lessons learned across projects in North American and Africa. The Associate Program Director will be assigned a leading role in select projects and will support program development, management, and fundraising.

Community Based Conservation Network: Sand County Foundation's *CBCN* program supports bottom-up conservation initiatives across a range of landscapes and regional natural resource management scales in North America and Africa. The underlying premise of this network is that communities of motivated citizens can assume greater responsibility for resource management and thereby enhance delivery of conservation values. Their efforts can be informed and strengthened by association and interaction with groups in other geographic, political, cultural, and resource settings. Sand County Foundation advocates individual responsibility to improve land health, facilitates partnership building among non-traditional alliances, integrates scientific principles into project design, hosts critical learning forums, encourages creative development of new enterprises and markets, helps test innovative governance models, and assists in raising and leveraging funds to advance the goals of citizen-led, voluntary associations.

Employment Status: Full-time equivalent

Supervisor: Vice President and Program Director for Community Based Conservation Network – Madison, Wisconsin

Compensation: Competitive salary with benefits

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Associate Program Director – CBCN – Position Description

Specific Duties:

1. Organize and coordinate conferences, workshops, exchanges, and site tours.
2. Leadership, facilitation, and coordination of project meetings and teleconferences.
3. Document CBCN initiatives and partnerships for specific and general audiences.
4. Support communications staff to develop and produce project and program descriptive materials, as well as improve and maintain programmatic sections of SCF website.
5. Fundraise for Sand County Foundation's CBCN program and projects, as well as assist project partners in securing necessary financial support, which includes donor cultivation and relations, grant writing, and grant management.
6. Active participation in CBCN budgeting, business planning, and independent review.
7. Six to ten domestic travel weeks per year. Limited international travel.
8. Support and assist other SCF program managers and staff, as needed.

Qualifications:

1. Working knowledge and experience in one or more natural resource fields such as forestry, fisheries, wildlife, or agriculture.
2. Professionalism and strong interest in working closely with project partners including landowners, state and federal agency personnel, corporate executives, and other conservation professionals.
3. Excellent written and verbal skills including demonstrated experience in article writing, public speaking, and meeting facilitation.
4. Demonstrated experience in all aspects of meeting planning and management.
5. Bachelor's degree and several years experience in natural resource or related business setting.
6. Fluency in common software applications, databases, web research, and website content management.
7. Self starter and ability to work independently, as well as in team settings

| **Send electronic cover letter and resume C/O Sheryl Kliebenstein**
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