

Sand County Foundation  
Job Announcement

Position Title: Program Assistant  
Position Location: SCF's Madison, WI office  
Employment Status: Full-time, hourly, non-exempt  
Reports to: Director of Operations

**Organization Overview**

Sand County Foundation's mission is to inspire and enable a growing number of private landowners to ethically manage natural resources in their care so future generations have clean and abundant water, healthy soil to support agriculture and forestry, plentiful habitat for wildlife and opportunities for outdoor recreation.

Our work:

- Supports private individuals and communities as primary agents of conservation and land management
- Rewards responsible stewards and provides public recognition for outstanding private land leadership
- Facilitates the exchange of information between private individuals, scientists, funders, and policy makers
- Removes barriers and creates meaningful incentives for landowners who enhance the environment
- Creates on-the-land examples of environmental improvement suitable for replication

**Position Summary**

The Program Assistant position is responsible for providing administrative support to program and senior staff. In addition, this position supports our fundraising team, coordinates events, and assists with the production of reports and program materials. The ideal candidate will be a proactive problem-solver with attention to detail and the ability to handle multiple assignments with varying timetables.

**Duties and Responsibilities**

1. Provide superior administrative support to foundation's agriculture and conservation program staff and leadership.
2. Manage foundation's database of donors by ensuring accuracy of gift and donor information. Search for and continuously execute ways to enhance foundation's database use.
3. Assist with foundation's communications and outreach with donors, board members, and other conservation stakeholders.
4. Ensure foundation events are consistently high quality.
5. Administer organizational 18-month rolling calendar of upcoming meetings, events and other important functions.
6. Maintain relationships with foundation's office service vendors, including IT services, building management, and office equipment services.

7. Perform other office management and program duties as assigned.

### **Qualifications**

- Interest in conservation and/or agriculture preferred
- Strong interpersonal and oral and written communication skills
- Outstanding organizational and office management skills
- Demonstrated ability to proactively assist colleagues in a team environment
- Experience in event planning and logistics
- Computer skills. Proficiency with Apple computers and Microsoft Office Suite applications preferred
- Ability to exercise considerable judgment and discretion in completing assignments and managing donor information
- Eagerness to learn, ability to solve problems, and a positive attitude

### **Educational and Professional Requirements**

Bachelor's degree in relevant field, or Associate's degree and three years of work experience

### **Working Conditions**

Work completed primarily in an office environment at Sand County Foundation's Madison, Wisconsin location, with minimal travel (<5%).

### **Benefits & Compensation**

Sand County Foundation offers competitive compensation commensurate with experience, as well as providing a generous benefits package.