



## SAND COUNTY FOUNDATION JOB DESCRIPTION

Position Title:	Pollinator Habitat Grant Program Coordinator
Department:	Agricultural Conservation Team
Location:	Sand County Foundation—Remote within Iowa, Illinois, Minnesota or Wisconsin
FLSA Status:	Non-Exempt; benefits ineligible
Employment Status:	Part-Time (approximately 5-10 hours per week / 250-500 hours per year; workload will vary seasonally)

### ORGANIZATION OVERVIEW

Sand County Foundation (SCF) is a national nonprofit working at the intersection of agricultural and environmental improvement. We research and demonstrate conservation strategies that make economic sense for landowners, and advance conservation policy improvements. Our Leopold Conservation Award program recognizes and promotes the stories of conservation-minded farmers and ranchers to inspire other landowners. More than 50 years ago, SCF was built on the core ideas encouraged by Aldo Leopold, America's foremost conservation thinker. Leopold inspired private landowners to adopt what he called a land ethic—a moral responsibility to treat land, water, and wildlife with respect. Today, as most of the land in the contiguous 48 states is managed by farmers, ranchers, and forestland owners, SCF is inspiring a growing number of them to ethically manage the natural resources in their care.

### POSITION SUMMARY

This part-time (approximately 250-500 hours per year) Program Coordinator will deliver the primary activities of SCF's [Pollinator Habitat Grant Program](#) for high school agriculture and science educators. The Program Coordinator will oversee the solicitation, review, awarding, management, and evaluation of grants to approximately 20 schools per year. This individual will be the name and face with whom grantees communicate to apply for grants, hear grant awards decisions, receive guidance, submit reports, and provide feedback. The Program Coordinator will also make on-site visits to approximately ten schools per year. The ideal candidate will be motivated to take on additional roles in fundraising to expand the scope and geographic reach of the program, with the potential to grow it into a full-time role.

The objective of the Pollinator Habitat Grant Program is to engage high school youth to enhance habitat for insect pollinators and monarch butterflies within the agricultural landscape. Since 2018, the program has awarded grants to a total of 65 schools in Wisconsin, Minnesota, and Iowa. SCF anticipates opening a new solicitation in September 2022 for grant applications from high school educators in these three states, and to initiate pilot projects with at least one school each in Illinois, Michigan, and Texas.

The Program operates on an annual cycle. Workload will vary depending on time of year, with a concentration of hours each year during grant program promotion (August/September), application review and selection (December), and school project activities (March through June). The Program Coordinator will also conduct on-site visits in spring and summer, and will write reports and archive information during slower periods of the year. The Program Coordinator will be encouraged to represent SCF at events such as the National FFA Convention and state educator conferences, and to establish working relationships with new partners and funders within and beyond the Midwest.

## **DUTIES AND RESPONSIBILITIES**

1. Review and update existing Pollinator Habitat Grant Program materials (i.e. call for proposals, application ranking system, reporting and evaluation questions).
2. Administer an annual call for proposals reaching high school agriculture and environmental science teachers in target states.
3. Lead a review team to rank proposals according to established criteria.
4. Notify applicants of grant award decisions and process award documentation.
5. Communicate grant expectations (i.e. activities, timelines, reporting requirements) to all grantees.
6. Manage a contract with a private native plant nursery to provide plant materials and consulting to grantees.
7. Serve as lead contact with all grantees by phone and email and in some cases, in-person site visits.
8. Request, collect and review grantee reports including photographs and student evaluations.
9. Write an annual report summarizing program outcomes.
10. Track grantee social media and public outreach activities.
11. Maintain relationships with partners (i.e. FFA Foundations, state Education Departments, farm organizations, project funders) in Wisconsin, Minnesota, and Iowa and develop partnerships in new states including Illinois, Michigan, and Texas.
12. Work with the SCF Communications Team to develop periodic social media postings, press releases, and program fact sheets.
13. Deliver presentations about the program at agriculture and education conferences or workshops.
14. Support (or lead) development of funding proposals and recruitment of program sponsors.
15. Maintain respectful and effective communication with all cooperating partners and funders.
16. Uphold commitment to SCF principles, mission, and objectives.

## **ESSENTIAL QUALIFICATIONS**

1. At least four years of experience as a high school agriscience or environmental science educator; or at least two years of similar experience and a Bachelor's degree in a related field.
2. Excellent oral and written communication skills; ability to effectively disseminate project goals and outcomes with a variety of stakeholders.
3. Applied experience with indoor plant propagation and production, preferably including native grasses and forbs.
4. Proven ability to create and maintain detailed records in spreadsheets, online forms, and narrative reports.
5. Experience with FFA, 4-H, Jr MANRRS, or similar organizations with a focus on agricultural education.
6. A personal commitment to reach underserved schools and students in both rural and urban locations.
7. Demonstrated ability to plan and achieve goals, think analytically and solve problems, and maintain a strong drive for achieving measurable learning outcomes.
8. Devoted team-player with experience working in a collaborative environment, meeting deadlines, and producing high-quality, timely deliverables.
9. Enthusiasm and passion for the Pollinator Habitat Grant program and the mission, goals, and core values of SCF.
10. Willingness to travel to project sites and conferences, including overnight travel approximately eight days per year; valid driver's license required.

## **PREFERRED QUALIFICATIONS**

1. Experience working on or managing a farm or community garden.
2. Applied knowledge of native prairie plants and establishing native prairie vegetation.
3. Understanding of insect pollinator species and ecology, including wild bees.
4. Exposure to and interest in beekeeping and honey production.
5. Appreciation and vested interest in mentorship; specifically, for providing peer support for high school educators.
6. Demonstrated success recruiting donors and writing funding proposals.

## **DIVERSITY AND INCLUSION**

SCF is an equal opportunity employer that is committed to being a diverse, equitable, inclusive, and anti-racist workplace. We are committed to creating a workplace where people from all social identities and backgrounds feel welcome and can thrive. We believe that rich diversity makes us more innovative, competitive, and creative, which helps us better serve our sponsors, collaborators, and communities.

## **COMPENSATION AND TERM**

Compensation shall be at a rate of \$25-\$35 per hour, plus reimbursement for lodging and mileage at the prevailing federal rate. Work may be episodic with uneven distribution of duties from month to month. This position will initially have a term of one year with possibility of extension and increased hours and duties contingent on fundraising success.

## **APPLICATION DEADLINE AND SUBMISSION**

Applications will be reviewed beginning June 24, 2022, but the position will remain open until filled. Submit a cover letter, resume or curriculum vitae, and contact information for three professional references to [apply@sandcountyfoundation.org](mailto:apply@sandcountyfoundation.org).

For specific questions regarding the position, please email Craig Ficenec, Program Director at [cficenec@sandcountyfoundation.org](mailto:cficenec@sandcountyfoundation.org).