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**SAND COUNTY FOUNDATION**

**JOB DESCRIPTION**

Position Title: Leopold Conservation Award Associate Director

Department: Leopold Conservation Award Program Team

Location: Sand County Foundation—Madison, Wisconsin or Remote Option

FLSA Status: Exempt, Salaried

Employment Status: Regular, Full-Time

**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. Our Leopold Conservation Award program recognizes and promotes the stories of conservation-minded farmers and ranchers to inspire other landowners to consider conservation opportunities on their land. 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 personal 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**

The Leopold Conservation Award Associate Director plays a key role in supporting the growing Leopold Conservation Award (LCA) program through strategic and continuous outreach to our network of award recipients across the U.S. in addition to sponsors and partners. This person will be the main point of contact on the LCA team for stakeholders across the nation. They will be responsible for outreach to previous award recipients to update on their current activities, network with them, and engage them in the work of Sand County Foundation. They will serve in a fundraising capacity by regularly communicating and maintaining relationships with LCA partners and sponsors, securing sponsorship renewals, assisting in the identification and solicitation of new program funders.

The Leopold Conservation Award Associate Directorreports to the Vice President, Leopold Conservation Award, and will have the opportunity to interact with all SCF staff and board members.

**DUTIES AND RESPONSIBILITIES**

1. Build and maintain Sand County Foundation’s relationship with current and previous Leopold Conservation Award recipients.
2. Serve as a main point of contact with current and prospective sponsors of the Leopold Conservation Award program to ensure they are aware of program activities and have an opportunity to share ideas for improvement.
3. Secure and coordinate sponsorship renewals, and assist in the identification and solicitation of new program funders through proposal development.
4. Facilitate introductions between LCA recipients and provide resources for previous recipients as requested.
5. Manage a database of award recipients with up-to-date contact information and preferred methods of contact.
6. Attend national conferences to network and build awareness of the meaningful work conducted by SCF.
7. Manage a database of new and potential sponsors of the Leopold Conservation Award program.
8. Facilitate meetings between potential sponsors and LCA program directors.
9. Uphold commitment to SCF principles, mission, and objectives.
10. Complete other duties and tasks as assigned.

**ESSENTIAL QUALIFICATIONS**

1. Applied knowledge of agricultural systems and conservation management.
2. Demonstrated oral and written communication and presentation skills; ability to communicate project goals and outcomes effectively with a variety of stakeholders and audiences.
3. Strong track record of maintaining relationships and building trust with a variety of stakeholders and partners.
4. Proven leadership skills including attention to detail, high levels of patience and perseverance, and the ability to maintain confidentiality.
5. Proven track record of utilizing resourceful problem-solving skills to expand your network and make new connections.
6. Adept at fostering team collaboration and implementing innovative solutions to complex problems.
7. Capable of working independently with initiative to improve efficiency and achieve deadlines.
8. Enthusiasm and passion for the mission, goals, and core values of SCF.
9. Willingness to travel to events as required (travel is intermittent but generally 5-10%)

**PREFERRED QUALIFICATIONS**

1. Comprehensive experience and confidence collaborating with the agricultural industry, including farmers, corporations, and commodity groups.
2. Experience facilitating discussions and convening meetings that engage cross-disciplinary audiences.
3. Proficiency cultivating and maintaining effective working relationships with farmers or ranchers, landowners and decision makers withing the agricultural industry

**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**

SCF offers competitive compensation commensurate with experience and independently verified market comparables, and provides a generous benefits package. The anticipated salary for this position will range between $70,000 and $80,000, based on the candidate’s qualifications.

**Please send cover letter and resume to** [Apply@sandcountyfoundation.org](mailto:Apply@sandcountyfoundation.org)

We will begin reviewing candidates in mid-January.