Fellowship Program Coordinator

Organizational Overview
The mission of the Aldo Leopold Foundation is to foster the land ethic through the legacy of Aldo Leopold. Based in Baraboo, Wisconsin, we manage, interpret, and preserve the renowned Leopold Shack and Farm (a National Historic Landmark), which receives thousands of visitors each year. Our care of this special place continues the Leopold family tradition while demonstrating on-the-ground conservation relevance for the 21st Century. Offsite, too, we reach regional, domestic, and international audiences through a variety of education and land stewardship programs. We impart Leopold's land ethic as described in A Sand County Almanac—the book for which Leopold is most widely known—actively engaging educators, citizens, natural resource professionals, and landowners to improve land health in their own communities.

The Aldo Leopold Foundation headquarters is in an idyllic setting surrounded by 600 acres of foundation-owned property within the 4,000-acre Leopold-Pines Conservation Area and 12,000-acre Important Bird Area (IBA). The Leopold Center, constructed in 2007, is a LEED Certified Platinum “green” building that is home to the foundation's office space and visitor center.

Diversity Statement
The Aldo Leopold Foundation is an equal opportunity employer and recognizes that just as a healthy ecosystem depends on biodiversity, cultural and social diversity are also essential to a healthy human society. We are committed to expanding the conversation on land ethics by acting to achieve a rich diversity of staff, board, volunteers, members, supporters and those we seek to engage with our programming. We encourage applicants to address this foundation goal in their application materials.

Future Leaders Program
Leadership in conservation is a critical piece to solving the ongoing and emerging environmental issues of today. The Aldo Leopold Foundation’s Future Leaders Program (FLP) is designed to provide individuals who have recently completed a college degree the opportunity to gain experience and grow in seven core areas: conservation leadership, finance and fundraising, applied science and natural history, partnership building, strategic planning, communication, and land ethics. Each of these areas is addressed through a professional development series and applied on-the-job experiences that allow for exploration of each topic and time for each Leopold Fellow to practice and apply these key elements of leadership.

Leopold Fellows will specialize in two program areas: Education & Communication or Land Stewardship. All Fellows receive exposure to other program areas through their independent projects and other organization-wide efforts. Fellows also have the opportunity to interact with both a diverse range of conservation professionals and the Leopold community, including Leopold family members.

Position Impact Statement
The Leopold tradition of cultivating conservation leaders originates with Leopold’s own impact on his graduate students and his children. Today this tradition is carried on in the Future Leaders Program. As the Fellowship Program Coordinator, you play a vital role in developing these future conservation leaders by providing experiences that introduce, expose, and cultivate proficiencies. This position creates opportunities for program participants to work alongside professionals and scholars. We anticipate program graduates growing into leadership roles in nonprofits, government agencies, universities and private companies. This position aspires for greater program reach, impact, and prominence through new opportunities and partnerships.

Position Summary
The Fellowship Program Coordinator will supervise and mentor 3 to 6 Leopold Fellows hired each year through the Future Leaders Program. This position is responsible for the fellow’s overall experience and professional development
as early career young adults in the environmental conservation field. There is a lot of potential for programmatic growth within the FLP, as time and planning allow. A successful program will coordinate and schedule professional development sessions using subject matter experts to train the Leopold Fellows in the seven core areas of the FLP. As supervisor and mentor, the Fellowship Program Coordinator will develop Fellows’ personal and professional growth during the Fellowship year and career connections and placement beyond when possible.

Essential Duties and Responsibilities

Programming
- Develop and execute FLP program strategy, planning, and scheduling
- Develop strategic partnerships that maximize program deliverables
- Organize Fellowship experiences including, but not limited to:
  - Schedule all Future Leaders Program Professional Development sessions with subject matter experts
  - Schedule all FLP monthly field days
- Advance the seven core areas of the Future Leaders Program by scheduling subject-matter experts on: conservation leadership, fundraising, applied science, natural history, partnership building, strategic planning, communication, and land ethics
- Supervise the Education & Communication Leopold Fellows and the Land Stewardship Leopold Fellows, though they will be under the daily leadership of other program staff on various projects
- Offer mentoring and career coaching to the Fellows
- Organize and host the Fellowship orientation
- Coordinate the FLP alumni network and communications
- Work collaboratively with the Development staff to create updates for donors to the FLP program
- Work collaboratively with Communications and Marketing staff to create media schedule and share special announcement from the FLP program, including hiring and programs
- Design marketing materials for the FLP such as flyers and brochures

Other
- Future Leaders Center Housing Orientation & Onboarding for new fellows and center guests
- Quarterly Infrastructure Walkthroughs of the Future Leaders Center
- Assist with virtual and on-site programming as needed
- Back-up coverage for front desk, additional staffing in the building as needed

This position is an on-site position at our headquarters in Baraboo, Wisconsin, with some flexibility to work remote on occasion.

Qualifications

Required:
- Degree in environmental education, natural resources/environmental studies and/or communications with a strong interest in conservation and the environment
- One to three years of environmental education and/or communications education, experience and/or training
- Excellent interpersonal, communication, strategic planning, and organizational abilities
- Ability to work both independently with little supervision and in a team environment
- Demonstrated leadership capabilities
- Demonstrated respect and sensitivity for others; ability to inspire trust and work with integrity
- Demonstrated understanding of the value of inclusiveness and diversity in all its forms: racial and cultural, political, age, gender, economic, and social
- Versatility, flexibility, and a willingness to work within changing priorities
- Proclivity for focusing on strategic outcomes
Desired:
- Familiarity with the work of the Aldo Leopold Foundation and Aldo Leopold’s history and legacy
- Familiarity with a wide range of current issues in natural resources and conservation
- Familiarity with conservation jobs, job sites, and networking platforms
- Experience guiding early career young professionals
- Experience with program and curriculum planning
- Experience leading leadership training, like Clifton Strengths Finder
- Certified Interpretive Guide Training or experience leading interpretive tours

Compensation and Benefits
Pay range: $42,000-$45,000 annually depending on education and/or years of related work experience, with benefits including health, dental, vision, life/AD&D, and short-term disability insurance, retirement plan, Health Savings Account, and paid time off (vacation, floating holidays, and sick leave).

Hours and Schedule
Full-time; Exempt
M-F; Some Saturdays may be required

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position.
While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to stand and walk and must be able lift and/or move up to 40 pounds. Vision abilities required for this job include close vision, distance vision, depth perception, and ability to adjust focus.

Position Reports to: Initially the Program Director, after 6 months this position will report to the Program Manager.

Application Instructions
Applications will be reviewed on a rolling basis. Position will remain open until filled. Submit cover letter, resume and 3 professional references to Jen Anstett at janstett@aldoleopold.org with the subject line Fellowship Program Coordinator.

For the full position description, application instructions and to learn more about the Aldo Leopold Foundation, please visit our website: https://www.aldoleopold.org/employment/

The Aldo Leopold Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law. In addition to federal law requirements, ALF complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.