Community Partnerships 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 and an additional 16,000 acres managed collaboratively among public and private landowners as an 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.

Position Impact Statement
This position advances the foundation’s mission by increasing total revenue through charitable giving and growing the number of committed sponsors, donors, and advocates. Using donor portfolio management, recognition, and cultivation strategies, this individual recruits, retains, and increases giving from sponsors, supporters, and prospects through electronic and in-person communications and relationship building.

Position Summary
In collaboration with the development and marketing and communications team, the Community Partnerships Coordinator works to identify, cultivate, solicit, and steward sponsors and annual donors. Reporting to the Development Manager, this position will coordinate sponsor recruitment, support new member recruitment campaigns, support digital and direct mail annual fundraising campaigns, assist in developing philanthropy-based messages and stories for the foundation’s communications, and builds personal connections with mid-range donors ($500 - $1,000) to improve retention and increased giving. This position will also collaborate with the Donor Stewardship Coordinator and Executive Director in the functions of prospect research donor engagement. The primary goal is to drive sustainable financial growth through sponsor and donor cultivation leading to increased philanthropic support.

Essential Duties and Responsibilities
Program Sponsor Recruitment & Retention
a. Work with Development, Program, and Marketing & Communication teams to identify prospective sponsors
b. Work with Development, Program, and Marketing & Communications teams to develop materials necessary to engage potential sponsors
c. Engage and recruit sponsors for key foundation programs (i.e. Leopold Week, Virtual Programs, My Wisconsin Woods)
d. Prepare and distribute impact reports on respective programming to sponsors
Annual Giving: New Donor Recruitment
a. Create and send customized email communications for all new program participants welcoming them to the Leopold Foundation community
b. Engage and request support of new program participants

Annual Giving: Mid-level ($250 - $1,000) Donor Cultivation & Retention
a. Engage and cultivate mid-level donors ($250 - $1,000) in order to increase giving among this cohort
b. Customized Email introduction to all with email addresses communicating the importance of their support and inviting them on personal tour of a) Shack, Farm, IBA and/or b) Virtual Shack, c) and/or Virtual Programming Customized letter to those without email communicating the importance of their support and inviting them on personal tour of a) Shack, Farm, IBA and/or b) Virtual Shack
c. Organize and lead 28 (average 1 tour/week June – November) personalized tours of the Shack, Farm, IBA, or Virtual Shack
d. Develop, in collaboration with the Development and Marketing & Communications team, a customized End of Year appeal for this cohort of donors

Support engagement and cultivation of VIPs and Donors
a. Work with the development team to create and support similar personalized tours for Top Donors by assisting with logistics in advance and during visits
b. Work with the Donor Stewardship Coordinator and Executive Director to support Good Oak Society ceremony logistics in advance and during visits
c. Support Executive Director and other staff when giving public programs in locations with strong donor presence or new donor recruitment potential

Support programming that attracts and/or engages donors (past examples include Crane Congregations and Picnic in the Pines Annual Event)

Administrative and as time allows:
 a. Specifically thank first time small and medium level donors via email, calls, and/or letters
 b. Encourage donors to sign up for email communications
c. Assist the Donor Stewardship Coordinator in database management, to include but not limited to support in prospect research and documentation of donor interactions (e.g. contact reports and bio construction).
d. Contribute content to the development calendar.
e. Assist with special projects and events, as needed and other duties, as assigned.

Qualifications & Job Expectations, Knowledge, Skills, Abilities

Required:
• One to three years of fundraising, philanthropy, sales, or customer service experience.
• Excellent interpersonal, communication, writing, editing, and organizational abilities.
• Strong command of Microsoft Office and email marketing platforms. (MailChimp experience preferred.)
• Proficiency with Webflow, Adobe Creative Suite, and Microsoft Office.
• Ability to work both independently with little supervision and in a team environment.
• 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.
• Ability to adapt to a rapid work pace with frequent deadlines.

Desired:
• Familiarity with not-for-profit fundraising practices and principles including engagement and stewardship experience with supporters.
• Donor or CRM database experience.
• Demonstrated experience using social media platforms to grow and engage communities.
• Experience working with print houses on jobs requiring supervision and press check.
• Ability to work with cross-functional teams.
• 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.

Compensation and Benefits
Pay range: $42,000-$47,000 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, 403(b) retirement plan (when eligible), 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
Travel on occasion and at times on short notice, work long and flexible hours as needed.

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: Development 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 using the subject line “Community Partnerships Coordinator.” For the full position description, application link 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.