



## Future Leaders Program Fellowships 2022-2023

### 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.

### Future Leaders (Fellowship) Program Overview

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](#) is designed to provide individuals who have recently completed a bachelor's 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 fellow to practice and apply these key elements of leadership.

Future Leaders Program Fellowships specialize in two program areas, **Education & Communication** or **Land Stewardship**, each receive exposure to other program areas and organization-wide efforts. Fellows also have the opportunity to interact with both a diverse range of conservation professionals and the Leopold family, who play active roles in guiding and executing the foundation's mission.

All applicants must be eligible to work in the United States at the time they apply and have a valid driver's license. **Fellows must commit full-time to the entire 12-month program.**

## **Education and Communications Fellow Position Impact Statement**

Education & Communications Fellows support an array of on-site programs, outreach initiatives, and communications efforts, creating opportunities for audiences to learn about Aldo Leopold, the foundation, and our work to advance a land ethic and land health locally and globally.

## **Education and Communications Fellow Position Summary**

The Education & Communications Fellowship is a unique opportunity to build upon your education and communications background through the legacy of Aldo Leopold. Working side-by-side with experienced staff members, fellows will build a wide array of skills needed to contribute to, conduct, and manage education programs at non-profit conservation organizations through firsthand experience in visitor services, program planning, program marketing, and program delivery. Fellows will also gain experience in mission-based communications to a variety of strategic audiences both in-person and across digital platforms. Visitation and programming vary throughout the year, allowing for both periods of high visitor interaction and times of behind-the-scenes work in the office. Fellows will have opportunities to interact with both a diverse range of conservation professionals and the Leopold family, who play active roles in guiding and executing the foundation's mission.

## **Essential Duties and Responsibilities**

- Lead interpretive tours of the Leopold Shack and the Leopold Center for conservation professionals, high school and college students, adult groups, and the general public.
- Help plan, promote, organize, and staff public programs, events, workshops, and/or meeting rentals.
- Staff the Leopold Center information desk. Tasks include answering phone inquiries about foundation programs and services, orienting visitors to visitation options, selling admission tickets and gift shop merchandise, managing mail and patron donations, etc.
- Assist with social media content creation and curation, as well as e-newsletter development.
- Write news articles and blog posts for the foundation's website, press releases for local media, and grant proposals to support educational programming and organization-wide efforts.
- Design program and event flyers, and contribute to larger interpretive graphic design projects as needed.
- Contribute to fundraising and development efforts such as appeal mailings, donor acknowledgments, appreciation gifts, and welcoming special visitors as they relate to the Future Leaders Program.
- Attend professional development trainings and advance an independent project focusing on the seven core areas of the Future Leaders Program. These activities will constitute appr. 20-30% of the fellowship hours.
- Participate in monthly field days to gain experience in and contribute to land stewardship efforts such as prescribed fire, invasive species management, prairie planting, wildlife surveys, and more.
- Become familiar with the life and work of Aldo Leopold and his family while exploring your own connection to and understanding of land ethics.
- Become familiar with the work of all Aldo Leopold Foundation staff and how each staff role contributes to the mission of the organization.
- Other tasks as assigned.

## **Qualifications Summary**

The Aldo Leopold Foundation seeks applicants who have recently completed their bachelor's degree in an environmental studies, marketing and communications, environmental education, or natural-resources related field. Applicants should have excellent communication skills, demonstrated leadership capabilities, and a passion for learning about and executing educational programs for non-profit conservation organizations. Applicants should also be willing and able to lead programs while hiking (1 mile plus) outdoors in all weather and insect conditions.

## **Land Stewardship Fellow Position Impact Statement**

The Land Stewardship Fellows contribute to a wide variety of land management and monitoring activities on foundation property and across the Leopold-Pine Island Important Bird Area. In addition, Land Stewardship Fellows support and participate in an array of on-site programming, creating opportunities for audiences to join the foundation in its work to advance a land ethic and land health locally and globally.

## **Land Stewardship Fellow Position Summary**

The Land Stewardship Fellowship is a unique opportunity to work side by side with experienced staff applying your existing knowledge and skills while learning new ones, ultimately enhancing your own land ethic. Surrounding Aldo Leopold's famous Shack, the property has both restored and remnant native Wisconsin habitat ranging from prairies to floodplain forests to sedge meadows to oak savannas. This diverse outdoor classroom provides opportunities to learn first-hand about native plant communities, identify threats to native landscapes, and gain effective tools and strategies to effectively manage a number of diverse ecosystems. As seasons change, management focuses on different activities including invasive species control, prescribed burning, monitoring, timber stand improvement, educational programming, prairie planting, and more.

## **Essential Duties and Responsibilities**

- Assist with land management activities on the Leopold-Pine Island Important Bird Area. This includes but is not limited to prescribed fire, herbaceous and woody invasive species treatment, timber stand improvement, prairie planting and establishment, brush management, plant identification, mowing etc.
- Document management activities in summary reports, grant tracking documents, etc.
- Maintain ALF equipment and vehicles. Includes routine maintenance, shop organization, equipment repair, etc.
- Attend professional development trainings focusing on the seven core areas of the Future Leaders Program outlined above and complete an independent project. These trainings will constitute approximately 20-30% of the total fellowship hours.
- Provide support and logistics for on-site programming including crane congregation tours, property tours for outside groups, Shack tours, educational programming, front desk staffing, etc.
- Become familiar with the life and work of Aldo Leopold and his family. Explore your own connection to and understanding of land ethics.
- Become familiar with the work of all foundation staff and how each member contributes to the mission.
- Other tasks as assigned.

## **Qualifications Summary**

The Aldo Leopold Foundation seeks applicants who have recently completed a bachelor's degree in environmental studies, environmental sciences, or a natural resources-related field. Applicants should have an interest in and passion for learning about the complex and interdependent world of conservation. The ideal candidate will have demonstrated leadership skills and be adaptable, energetic, and eager to learn. Fellows must be prepared for physically demanding work in a variety of conditions including extreme heat and cold, standing high water, and exposure to ticks and mosquitoes.

## Fellowship Term, Schedule, and Compensation

This is a limited-term, full-time, non-exempt position. The fellowship will begin on Tuesday, June 7, 2022 and run through Friday, May 20, 2023. Education & Communication Fellows will have a Tuesday-Saturday schedule June through November, and a Monday-Friday schedule December through April. Forty hours a week can be expected, primarily during normal business hours (9:00 am to 5:00 pm daily), although some flexibility in scheduling may be required. The Education Communication Fellows will be paid \$10/hour and receive 80 hours of vacation, 48 hours of sick leave, and 48 hours of floating holiday. Housing is provided on campus in the [Future Leaders Center](#). Fellows will move into the Future Leaders Center on Monday, June 6, 2022.

## Approximate Hiring Timeline

Applications Due: Sunday, February 13, 2022

Phone Interviews: Mid-late February

Fellowship Start Date: Tuesday, June 7, 2022

## Application Procedure

To complete the application process, please have two references complete the online reference form AND upload all your application materials (i.e. resume, cover letter, and essay) to <https://survey.alchemer.com/s3/6671584/FLP2022> by Sunday February 13, 2022.

1. **Applicants must have two academic and/or professional references complete the Fellowship Reference Form located [here](#) by February 13<sup>th</sup> 2022. Direct link: <https://www.aldoleopold.org/2022-fellowship-reference/>**
2. Visit <https://survey.alchemer.com/s3/6671584/FLP2022> to complete application form and upload:
  1. **A resume (no more than two pages)**
  2. **A one-page cover letter**
  3. **300-500 word response to the following prompt:** *Describe how you see a land ethic being relevant to issues and opportunities we face in natural and human communities in 2022.*

Contact Alanna Koshollek at [alanna@aldoleopold.org](mailto:alanna@aldoleopold.org) with questions using the subject line: 2022 Fellowship Application.

The Aldo Leopold Foundation recognizes that just as a healthy ecosystem depends on biodiversity, a healthy human society depends on cultural and social diversity. 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.**

---

*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.*