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 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. We impart Leopold’s land ethic as described in *A Sand County Almanac*—the book for which Leopold is most widely known—by actively engaging educators, citizens, natural resource professionals, and landowners to improve land health and human-land relationships in their own communities.

The Aldo Leopold Foundation is headquartered near the Leopold Shack and Farm, surrounded by 600 acres of foundation-owned property, and within 4,000 acres of the collaboratively managed Leopold-Pines Conservation area and the 12,000-acre Important Bird Area (IBA) managed by public and private landowners. The Aldo Leopold Legacy Center, a LEED Certified Platinum “green” building, is home to the foundation’s office space, visitor center, public exhibits hall, and meeting space.

Diversity Statement
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. The foundation encourages all qualified individuals to apply.

Position Impact Statement
As the Land Ethic Coordinator, you will share a land ethic with the next generation of conservation leaders and interested citizens across the globe. This position is responsible for building awareness and understanding among our audiences for the philosophical importance of land ethics and their tangible applications. This position will utilize strategic partnerships to analyze, interpret, and elevate the importance of Aldo Leopold’s land ethic. Through promotion of a land ethic and the legacy of Aldo Leopold—one of America’s most influential conservation figures—you will grow an ethic of care for all people in all places.

Position Summary
The Land Ethic Coordinator will immerse themselves in existing values, content, and programming efforts of the Aldo Leopold Foundation in order to understand and meet the needs of stakeholders and partners. This position will engage strategic partners and experts to develop greater definition, calls-to-action, tangible examples, and trainings advancing a land ethic. This position will work with other foundation staff to define success and how best to achieve it. Support for this position will include foundation leadership, program and communications staff, and subject-matter experts.
throughout the foundation’s networks. This position is best for someone that is a self-starter, networker, learner, and program developer.

**Essential Duties and Responsibilities (75%)**:

- Work with foundation’s staff, subject-matter experts, and strategic partners on annual programming plans to elevate the land ethic nationally with target audiences
- Collaborate with foundation staff to integrate land ethic content and context into the organization’s internal and external communications and programs
- Grow overall audience and diversity of audience through in the foundation’s programming, currently measured through program participation, email address acquisition, social media following, and/or target audience attendance
- Track and report on program successes as they relate to the foundation’s budgetary and strategic plan goals
- Create and maintain program documentation, including event planning timelines, event metrics, and other supporting materials for programs

**Additional Key Responsibilities (25%)**:

- Work closely with marketing and communications team members to promote program offerings
- Contribute to content such as e-newsletter announcements and social media graphics to promote and share compelling stories about programs
- Support key on-site program initiatives managed by other staff
- Occasionally represent the Aldo Leopold Foundation at outreach events and conferences
- Work closely with the program staff to develop grant proposals and to secure income and funding for programming initiatives

**Required Qualifications**:

- Interest working for a conservation nonprofit to share land ethics, the legacy of Aldo Leopold, and *A Sand County Almanac* with others
- Bachelor’s degree and/or degree concentrations in philosophy, environmental ethics, environmental history, environmental education, natural sciences, parks and recreation, outdoor recreation, or another field so long as the applicant has demonstrated passion for the environment
- 1-3 years of experience in educational programming or event production (ideally in relation to environmental topics) or relevant advanced degree
- Creative self-starter with excellent time management and organizational skills; proven ability to balance multiple projects and meet overlapping deadlines
• Strong interpersonal skills and ability to communicate with a variety of public and private interests, partners, and constituents

• Strong computer proficiency and office skills including with webinar platforms such as Zoom or Crowdcast

• Willingness to work nights and weekends in the case of special events

• A valid driver’s license and willingness to use a personal vehicle when necessary (with mileage reimbursement)

Preferred Qualifications
• Proven ability to work both independently with minimal supervision and collaboratively as part of our dynamic team

• Experience with donor databases, cloud-based marketing platforms, and/or Adobe suite products

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 and fingers to handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, and 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.

Compensation and Benefits
Pay range: $47,000-$52,000 annually depending on education and/or years of related work experience, with benefits including group health insurance offerings, retirement, and paid time off (vacation, floating holidays, and sick leave).

Hours and Schedule
Full-time; exempt; generally, Monday-Friday 9-5, some Saturdays and evenings may be required for special events.

Work schedule is flexible in-person or remote, though greater intentionality will be required to immerse in the foundation's work if executed remotely

Position Reports to: Program Director initially and Program Manager within 12 months

Application Instructions
Applications will be reviewed on a rolling basis. Position will remain open until filled. Using the subject line “Land Ethic Coordinator” submit cover letter, resume, and 3 professional references to Jen Anstett at janstett@aldolopold.org.

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.