Program Manager

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 headquarters are located just up the road from the Leopold Shack and Farm, surrounded by 600 acres of foundation-owned property, 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, constructed in 2007, is a LEED Certified Platinum “green” building that is home to the foundation’s office space, visitor center, exhibit hall, and meeting halls.

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 Program Manager, you will have the opportunity to share land ethics with the next generation of conservation leaders and interested citizens across the globe through virtual and in-person events. By promoting a land ethic and the legacy of Aldo Leopold—one of America’s most influential conservation figures—you will contribute to growing society’s understanding of our relationship with the natural world.

Position Summary
The Program Manager will immerse themselves in existing values, content, and programming efforts of the Aldo Leopold Foundation as they build an understanding of our assets and the needs of our stakeholders. They will maintain and improve ongoing virtual programming efforts while curating new virtual and in-person programs that fuel participants in their personal and professional land ethic journeys. With the aspirational goal of catalyzing a national land ethic movement, this position will focus on the needs of participants and deliver high quality offerings for enrichment, connection, and engagement in the conservation world. In this role, the Program Manager will have both mentorship and autonomy to explore their creative and process-oriented talents while working
closely with a team of skilled, passionate individuals who share a commitment to the organization’s mission.

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

- Work with the Strategic Leadership Team to ensure annual programming plans elevate the land ethic nationally with target audiences and afford opportunities for the foundations’ communications and fundraising staff to collaborate.

- Plan monthly virtual programs for the foundation; work closely with Virtual Program Coordinator to procure speakers and develop programs that align with the foundation’s mission, budget, and strategic plan.

- Working closely with foundation’s staff, plan and support virtual and in-person programming that relates to annual themes (ex: 75th anniversary of *A Sand County Almanac*, Leopold Week 2024 “Natural, Wild, and Free”)

- Serve as the primary liaison for virtual and in-person program speakers.

- Grow overall audience and diversity of audience through our 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.

- Work on-site the majority of the time. There is opportunity for limited remote work.

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

- Be the representative for programming within the foundation’s Strategic Leadership Team’s monthly meetings.

- 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, including Leopold Shack tours, sandhill crane migration viewing, and phenology calendar sales.

- Create and maintain program documentation, including event planning timelines, event metrics, and other supporting materials for programs.

- Build relationships with board members and donors to highlight the value of programs.

- 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.

- Be trained for the front desk/front-of-house role and fill this role infrequently as a backup.
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.

- 3-5 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. Experience 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: $52,000-$57,000 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.

**Position Reports to:** Program Director

**Position Supervises:** first 6 months, none. Eventually supervises Virtual Program Coordinator, Land Ethic Coordinator, Fellowship Program Coordinator and Programs Associate. Opportunities to mentor Future Leaders Program fellows.

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

To learn more about the Aldo Leopold Foundation, please visit our website: [https://www.aldoleopold.org/employment/](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.