



Land Stewardship 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.

General Description

The Land Stewardship Coordinator is responsible for leading the Aldo Leopold Foundation's Stewardship Fellows to implement land management plans on the foundation's and partnering private lands. This position will work with the foundation's Program Director, Site Manager, and strategic partners to review, plan, and execute projects that address strategic goals. This position will be responsible for hiring and the day-to-day scheduling of the Stewardship Fellows. The Coordinator is expected to be proficient and comfortable operating equipment and accomplishing difficult physical tasks. This position will be responsible to advance the prominence and reach of the Leopold-Pine Island Important Bird Area as a model for natural resource professionals and as destination for visitors from around the world.

Position Impact Statements

The Land Stewardship Coordinator's work will be impactful for the Aldo Leopold Foundation through:

- Implementing short- and long-term projects that address the foundation's strategic goals and objectives
- Day-to-day quality, effectiveness, and efficiency of the Future Leaders Program and experience
- Advancing the prominence and reach of the Leopold-Pine Island Important Bird Area as a model for natural resource professionals and as a conservation destination for the foundation's visitors

Essential Duties and Responsibilities

Land Management

This position will coordinate management activities identified in the Leopold-Pine Island Important Bird Area plans on the foundation's and partners' lands to serve the goals and objectives of the Aldo Leopold Foundation.

Critical duties include:

- Invasive species management (e.g., garlic mustard, buckthorn, etc.).
- Prescribed burning, including large and complex units
- Timber management practices
- Project monitoring and record-keeping for adaptive planning and management
- Initiate and administer cost-share agreements and grants
- Equipment care and maintenance

Future Leaders (Fellowship) Program

The Coordinator will schedule and mentor the Stewardship Fellows to provide field-based experience, leadership opportunities, and professional development suited to the individual's career aspirations. This position will develop Fellows' broad understanding of natural history, practical experience in land management, confidence using equipment, decision-making ability, and appreciation for the importance of land care.

Aldo Leopold Foundation Outreach Program

This position will develop and advance the prominence and reach of the Leopold-Pine Island Important Bird Area as a model for natural resource professionals and as a conservation destination for the foundation's visitors. The Coordinator will work directly with the Leopold-Pine Island IBA partners, foundation staff, and donors to integrate storyline into our communications, tours, and off-site functions.

Required Job Expectations, Knowledge, Skills, Abilities

Expectations:

- Exemplify professionalism and excitement for the foundation's work
- Prepare adequately in advance of daily activities to maximize efficiency and accomplishments
- Delegate and supervise Fellows' tasks
- Support Fellows appropriately in their development as future conservation leaders
- Manage time and diverse activities under deadlines while delivering quality results
- Work cooperatively and communicate effectively with foundation staff, board, donors, partners, and external audiences
- Develop proficiency in safety, operations, and maintenance of all stewardship equipment otherwise not serviced professionally or by the Site Manager

Knowledge:

- Minimum of Bachelor of Science in natural resources, biological sciences, or related field
- Minimum of two years field experience in land management including invasive species control and prescribed burning
- Experience writing, reviewing and implementing land management plans
- Experience recognizing Midwest plants and animal species
- Knowledge of ecological processes and management practices in natural resource conservation and land management

Skills:

- Work independently and in groups
- Familiarity with Global Positioning Systems (GPS) hand-held units and GIS software
- Solid written and oral communication skills
- Proficiency in Microsoft Office applications, in particular Word and Excel
- Valid Wisconsin driver's license

Preferred Skills:

- Safely and effectively operate land management equipment (e.g., tractor, bobcat, forestry mulcher, lawn mower, utility vehicles, chainsaw, brush cutters, power tools, etc.)
- Formal prescribed fire training or equivalent field experience

Abilities:

- Mental desire and physical ability to lead Fellows effectively through demanding circumstances including the extremes of terrain, weather, insects, temperatures, and exertion
- Detail-oriented and well-organized
- Relaxed disposition to accommodate changes in plans, weather, or other unforeseen changes
- Flexibility for scheduling to including some seasonal weekend work and weekday evenings

Hours and Schedule

Typical hours are Monday through Friday, 8 am to 4 pm, but some evening and weekends will be required.

Compensation and Benefits

The salary range for this fulltime, exempt position is \$34k - \$39k depending on experience, with benefits including health and dental insurance, vacation, and paid holidays.

Application Instructions

Send a cover letter and resume to janstett@aldoleopold.org. Use the subject line "Land Stewardship Coordinator." References will be required for top applicants. Applications will be reviewed on a rolling basis. Deadline to apply is **Sunday, January 26, 2020**.

The Aldo Leopold Foundation is an equal opportunity employer and 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. Please let us know in your application materials how you will help advance our values of equity, diversity, and inclusion.