



## Position Announcement

**Title:** Wisconsin Monarch Collaborative Coordinator - *Contracted Position*

**Position Overview:** The Natural Resources Foundation of Wisconsin, in collaboration with the other partners of the Wisconsin Monarch Collaborative, is seeking a Wisconsin Monarch Collaborative Coordinator. This is a contracted position as a 1099 vendor. This position will provide coordination and support for the Wisconsin Monarch Collaborative, a consortium of 50+ organizations working to conserve monarchs and their habitat.

**Contract Rate:** \$28 per hour. The contractor will determine how many hours per week they work, between a minimum of 20 hours and maximum of 40 hours per week. This is a contracted position as a 1099 vendor.

**Duration:** 1 year, with possibility of extension.

**Application Deadline:** Position open until filled. For best consideration, apply by August 31<sup>st</sup>, 2023.

**Position Description:** The Natural Resources Foundation of Wisconsin, in collaboration with the other partners of the Wisconsin Monarch Collaborative, is seeking a Wisconsin Monarch Collaborative Coordinator. This contracted position will provide coordination and support for the Wisconsin Monarch Collaborative, a consortium of 50+ organizations working to conserve monarchs and their habitat. The Collaborative is made up of a Coordination Team and six Working Groups, and is guided by a paid Coordinator who ensures cohesiveness and functionality within the Collaborative, working with partners to drive progress towards goals and strategies. Work will include:

- **Coordination of the Wisconsin Monarch Collaborative:**
  - Serve as the lead of the Wisconsin Monarch Collaborative Coordination Team. Organize and facilitate quarterly Coordination Team meetings.
  - Attend all Collaborative Working Group meetings (Agriculture; Communications & Outreach; Energy & Transportation; Protected Lands; Research & Monitoring; and Urban Greenspace).

- Coordinate the implementation of the Wisconsin Monarch Conservation Strategy among all partners.
- Work to ensure synchrony of effort among partners through continuous communication, making connections between partners, and leveraging opportunities and resources across the Collaborative.
- Actively coordinate with other groups or organizations (businesses, nonprofits, academia, etc.) to recruit new partners to the Collaborative.
- Working with Partners to provide the infrastructure and resources necessary for the success of the Collaborative.
- Represent the Wisconsin Monarch Collaborative at regional meetings and coordinate with national groups working to expand monarch and pollinator habitat.
- Maintain connections with broad Monarch Conservation Partnerships, including the Midwest Association of Fish and Wildlife Agencies (MAFWA) and the Monarch Joint Venture (MJV), by staying abreast of and sharing regional and national monarch conservation initiatives.
- Attend conferences and trainings necessary to remain current on monarch and pollinator conservation.
- **Communications & Outreach for the Wisconsin Monarch Collaborative:**
  - Work with the Collaborative's Communications & Outreach Working Group to craft and deploy press releases, and print and digital content for the Collaborative.
  - Deploy monthly internal e-newsletters for the Wisconsin Monarch Collaborative.
  - Updating, maintaining, and enhancing the Collaborative's website and email list.
  - Serve as a general media spokesperson for the Wisconsin Monarch Collaborative and/or determine the appropriate partner to speak to the media about specific topics.
  - Coordinate outreach efforts for the Wisconsin Monarch Collaborative. Conduct outreach at key events, and/or determine the appropriate partner to conduct outreach.
  - Provide technical expertise in review of all Collaborative communications to ensure scientific accuracy.
- **Implementation of the Wisconsin Monarch Conservation Strategy:**
  - Use the Wisconsin Monarch Conservation Strategy to set realistic goals, timelines, and action items for implementation. Become knowledgeable about the Strategy and the roles and expectations of partners within the Collaborative.
  - Work with partners to develop step-down actions that detail how their organization will do their part to achieve the relevant Strategy goals and objectives.
  - Check in regularly with each Working Group and encourage their progress toward meeting goals identified for their group within its annual implementation plan and the Strategy.

8/1/2023

- Track and share progress made by each Working Group in implementing the Strategy. Keep partners aware of timelines and milestones, and prepare quarterly progress reports.
- Coordinate with Collaborative partners to ensure consistent messaging, branding, and outreach in-line with the Strategy.
- Promote the collection of data via the Monarch Conservation Database and HabiTally among partners.
- Identify and pursue funding opportunities that will enhance achievement of the Strategy.
- Work closely with partners to educate them on the proper implementation and utilization of monarch and pollinator conservation programs and practices.

The Natural Resources Foundation of Wisconsin will supervise and administer this contracted position. The Coordinator will also work closely with the Coordination Team of the Wisconsin Monarch Collaborative.

**Knowledge Required:** A broad working knowledge of monarch butterfly conservation and 2+ years' experience of relevant coordination efforts, such as coordinating large programs or projects, and meeting planning and facilitation, are required. Applicants must be able to facilitate meetings with diverse groups of partner organizations. Successful applicants will be able to demonstrate experience with program coordination and working towards long-term strategic initiatives. Applicants must possess solid organizational skills and be able to prioritize tasks, set milestones, sequence activities, divide tasks among others as needed, establish realistic time frames, and deliver products and services in a timely manner.

**Desired Qualifications:** Responsible and dependable, positive attitude, ability to work independently and with others.

**To Apply:** Submit your resume, brief cover letter, and names and contact information for two references via email to:

Caitlin Williamson  
Director of Conservation Programs  
Natural Resources Foundation of Wisconsin  
[caitlin.williamson@wisconservation.org](mailto:caitlin.williamson@wisconservation.org)

**About the Natural Resources Foundation of Wisconsin:** The Natural Resources Foundation of Wisconsin (NRF) protects our state's lands, waters, and wildlife by providing funding, leading partnerships, and connecting all people to nature. NRF invests over \$1 million each year into conservation and environmental education and leads several diversity, equity, and inclusion efforts for Wisconsin's conservation community. NRF also helps people explore the outdoors by coordinating 250+ expert-led Field Trips each year to Wisconsin's most special places and hosts The Great Wisconsin Birdathon, the state's largest fundraiser for bird conservation. Learn more at [www.wisconservation.org](http://www.wisconservation.org).

**Additional Information:** For more information, please see the Wisconsin Monarch Collaborative website: [wimonarchs.org](http://wimonarchs.org)