

## **Southeast Wisconsin Conservation Collaborative Coordinator Position Description**

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- **Title:** Southeast Wisconsin Conservation Collaborative Coordinator
- **Position Type:** 32-40 hours/week; 1099 contract position with the Natural Resources Foundation of Wisconsin
- **Duration:** 3 years, with renewal based on funding
- **Work Location:** Fully remote, with frequent travel required within southeast Wisconsin. Preference that the candidate lives within the Southern Kettle Moraine region or within an hour radius of Eagle, WI.
- **Compensation:** \$38/hour
- **Benefits:** Working to improve the resources of the southeast region. Flexible scheduling; remote work; opportunity for relevant training and certifications.
- **Reports to:** SEWCC Steering Committee
- **Application Deadline:** Applications due by 12 p.m. CST on January 14, 2026

### **About the Southeast Wisconsin Conservation Collaborative:**

The Southeast Wisconsin Conservation Collaborative (SEWCC) is a place-based endeavor that emerged in 2024, when multiple conservation partners in the region came together to identify opportunities for a deeper and more collaborative community impact. A commitment to building networks, capacity and influence within communities to implement conservation practices and protect the unique landscape of the Kettle Moraine region.

The initiative will succeed with the equivalent of a community organizer to foster and lead the evolution of efforts through input from traditional and non-traditional entities to create a landscape-scale collaboration with clear goals and strategies. This new Coordinator position will play a key role in helping shift this emerging landscape partnership from vision to collective action.

### **The Role:**

The partnership is seeking its first Coordinator, who will have the opportunity to shape the role as a guide for partners and community members towards collective impact in the Southeast Glacial Plains region of Wisconsin, with a focus on the Southern Kettle Moraine area. The Coordinator will work creatively with partners to implement landscape-scale, community-led conservation efforts in the region for years to come. An outward and inclusive focus is required to expand the partnerships, include community at all levels, and welcome interested parties.

This new position will engage a broad range of community leaders and partners to provide critical support for this community-based effort by providing prioritization strategies, process mapping and critical capacity; ensuring alignment and catalyzing action towards collective goals. Increasing knowledge, capacity, and efficient delivery of conservation efforts in the region is achievable. A Steering Committee, built through the partner network, will provide direction, as well as technical, financial, and other assistance to support the Coordinator in this effort.

## **Essential Duties & Functions:**

- **Partnership Coordination**
  - **Organize meetings**, including Steering Committee, possible working group(s), ad-hoc, and full partnership meetings. Help develop agendas, assemble and provide necessary pre-meeting materials for attendees with time to review, design and facilitate meetings, take meeting notes, and track and advance key action items and decision-points from meetings. For in-person meetings, coordinate logistics (i.e., room set-up and clean-up, provide nametags, set up facilitation materials, ordering catered meals, etc.).
  - **Conduct public and community outreach** that helps the collaboration reach its goals, raise awareness, and inspire action, such as co-hosting in-person and virtual events in the region that showcase conservation efforts and outcomes. Serve as the link connecting members of the public, landowners and land managers to the relevant partners who can deliver technical expertise.
  - **Communicate regularly to the collaboration** (i.e., monthly email updates, annual reports) to ensure visibility of progress towards goals, share resources, needs, and opportunities, and highlight collaborative efforts. Ensure alignment and regular communication between steering committee and workgroups.
  - **Develop and manage communications** (e.g., e-newsletters, press releases, earned media, flyers, etc.) to communicate the shared vision and goals, engage diverse audiences, and show how they can get involved. As the main point of contact for this collaboration, positively represent the initiative in public and private settings, and with the media.

- **Relationship Building**
  - **Authentically build connections with community members within the landscape** by proactively establishing and maintaining positive relationships (including with those who may have been historically underrepresented), key decision makers and other community leaders. Track community relationships and engagement efforts.
  - **Gain a clear understanding of the specific people and organizations** who could be impacted by the scope of the partnership and implicitly engage community members in collaborative efforts.
  - **Nurture strong relationships and trust-building** among community partners and provide meaningful and fun ways to strengthen connections, facilitate discussions to resolve conflicts, promote shared understanding, and seek multi-benefit solutions. Conduct site visits and meet with community partners on a regular basis to stay connected and understand their needs and priorities.
- **Planning and Implementation**
  - **Co-develop an annual work plan** with the Steering Committee, to guide direction and milestones for the Coordinator position.
  - **Support a shared partnership implementation plan** with timelines and budgets that build off the landscape conservation plan to drive collective impact among the partnership. Organize, design, and facilitate meetings to strategically advance conservation priorities. Monitor progress towards the implementation plan by tracking metrics and impact.
  - **Identify and facilitate conversations around emerging themes, challenges, and strategic opportunities** for the landscape, and for partners to align focus and resources. Maintain relevancy with best practices and advancements in community conservation at landscape scales.
- **Capacity Building**
  - **Enhance fundraising efforts** by co-developing proposals with partners, reporting impact, and leveraging funds from diverse sources to support priority projects across the region.

- **Support an expanding volunteer base** that can be called upon to help implement priorities for the collaboration, especially around land stewardship, by building upon existing volunteer programs.
- **Facilitate equipment, resources, and information sharing** across the region to leverage cooperative efforts and avoid duplication. (e.g., coordinating prescribed burns across an area, developing a tool trailer to be shared across the partnership, hosting knowledge sharing lunch-and-learns). Disseminate best practices and tools to assist partners.
- **Identify capacity gaps** across the region and support partners with projects and initiatives where possible. Organize workshops, speakers, and relevant training that will assist in building the group's capacity to meet its goals.

## Qualities We're Looking For:

- **A network activator** who can drive collective action to augment conservation impact beyond the work of individual organizations. The right candidate will have a community of partners in the region and be energized by the opportunity to grow and expand their network.
- **An active, deep listener** who brings an outward focus to build relationships and understands the transformative power of authentic collaboration. A community catalyst who earns trust and can work effectively across the political spectrum.
- **An action-oriented problem solver** who can utilize systems-thinking to identify challenges and turn them into opportunities. Someone who likes the pulse and energy of driving collaborative conservation to address system-wide challenges.
- **Highly personable, enjoys being social.** Curious and open mindset strongly favors optimism and unbounded possibility.
- **Understands the ecological features and conservation needs and opportunities** of southeastern Wisconsin, especially the Southern Kettle Moraine area.
- **Enjoys traveling and spending time outdoors** and would be excited to help partners with hands-on conservation actions, such as seed collecting, removing invasive species, or helping on a prescribed burn.

- **Brings integrity, authenticity, and curiosity to their daily work.** Able to be flexible and humble in a fast-paced work environment yet comfortable with the potential uncertainties inherent to community-based initiatives.

### **Essential Skills & Requirements:**

- **Lives within the Southern Kettle Moraine region** or a maximum 1-hour drive from Eagle, WI, and can travel regularly within the region for meetings, events, and site visits with partners and communities. Approved mileage will be reimbursed at the federal rate.
- **Demonstrated relevant professional experience** in conservation, natural resource management, environmental policy, community or economic development, community organizing, conflict resolution, and/or facilitation, with a proven record of excellence and accomplishments.
- **Experience facilitating collaborative, multi-party initiatives** with diverse groups.
- **Strong project management abilities** with a proven track record of seeing projects from ideation to implementation.
- **A commitment to** working effectively and respectfully with a wide variety of people, interest groups, and cultures.
- **Excellent organizational skills**, and the ability to multi-task and prioritize work to successfully meet deadlines.
- **Ability to work independently and in collaboration** with teams, and open to learning new skills.
- **Excellent verbal and written communication skills**, including the ability to give, receive, and process information in a respectful, compassionate, and professional manner. Maintains confidentiality and discretion with sensitive information.
- **Proficient in technology** including Microsoft Office Suite; document sharing and collaboration platforms (i.e., Microsoft SharePoint, Google Drive, Mural); and videoconferencing technology (i.e., Zoom, Microsoft Teams, Google Meet).

- **Comfortable spending time outdoors on partner and site visits**, including under potentially challenging conditions (e.g., rain, snow, heat, walking off trail in rugged, uneven terrain, in areas with ticks, mosquitos, poison ivy, etc.). Please note that accessible accommodations will be made to support people of all abilities in this position.

### **Preferred Qualifications:**

- **Knowledge of** landscape-scale and community-based conservation, conservation planning, coalition building, partnership building, and/or community engagement.
- **Experience working with diverse audiences**, including community-based organizations, private landowners, government agencies, nonprofits, elected officials, contractors, and others.
- **Ability to lead engaging meetings** of all sizes, both in-person and virtual.
- **Interest in training and certifications** related to ecological restoration, such as prescribed burning, chainsaw safety, and herbicide application.
- **Experience** providing logistical and administrative support for organizations, event planning, and/or fundraising.
- **Comfortable or familiar with conservation tools and resources** including GIS, ArcView, the Wisconsin Wildlife Action Plan, the Conservation Standards, Marxan, etc.
- **Ability to translate complex issues** into simple and persuasive ideas or descriptions.

### **How To Apply:**

- A complete application will include:
  1. **Cover letter.** Please highlight what your knowledge, skills, abilities, and past experiences would bring to this position, and what approach you would take to coordinating the Southeast Wisconsin Conservation Collaborative.
  2. **Resume.** Please include your phone number and email.

3. **Three professional references.** Please include contact information (phone number and email), and how you know them.
  - Please combine the three requirements above into one PDF and email to [NRFHR@wisconservation.org](mailto:NRFHR@wisconservation.org). Please reference “Coordinator Application” in the subject line of your email.
  - Applications are **due by 12 p.m. CST on Wednesday, January 14<sup>th</sup>, 2026**. Late or incomplete applications will not be accepted.