



Job Opening: Executive Director

The Sauk Prairie Conservation Alliance is seeking a community-oriented Executive Director to lead this grassroots conservation group into its next phase. The Alliance promotes and supports collaborative conservation on the 7,400-acre former Badger Army Ammunition Plant lands (“Badger Lands”) in southern Wisconsin through ecological restoration, education, recreation and research.

Earliest Start Date: August 15, 2024

Hands-on training with the current Executive Director will be offered until August 31, after which date a written training manual will be provided.

Hours: 50% FTE (1,040 hours per year, to be used as program needs dictate)

Location: Candidate must be able to travel to the Sauk City, WI area 1 - 2 times per week, sometimes on short notice. Other tasks can be done remotely.

Compensation: \$20-25 per hour, based on qualifications.

To Apply: Email a cover letter and resume to Info@SaukPrairie.org. Use the subject line “Executive Director Application.” Interviews will be conducted as qualified applications are received. **To ensure consideration, please apply by Friday, August 9.** Applications will be accepted until the position is filled.

Position Summary

The Executive Director is the primary employee of the Alliance. The Executive Director will oversee the continued implementation of projects, and the development of new projects, that advance the vision laid out in the 2001 [Badger Reuse Plan](#).

Position responsibilities include program development and implementation (40%), communications and outreach (30%), and fundraising and institution building (30%). The Executive Director will work closely with the Board of Directors to set organizational priorities and will manage volunteers and part-time staff or contractors.

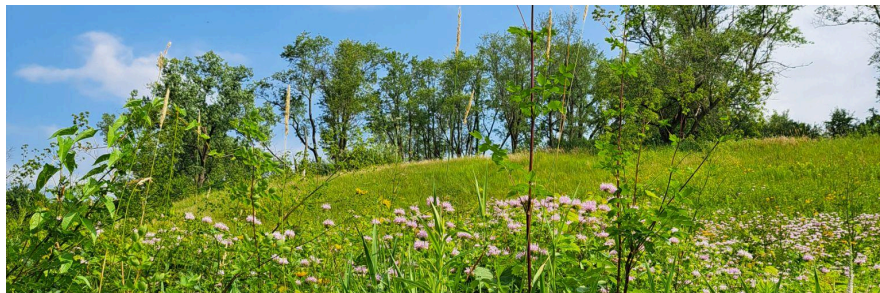
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Current areas of focus for the Executive Director role:

- ❖ Program Development and Implementation (40%)
 - Ecological restoration on the Badger Lands
 - Partnerships with the four Badger landholders
 - “Sauk Prairie Connections” lecture series
 - Badger Apple Corps project support
 - Important Bird Area research grant administration
 - Distributing the *Visitor Guide to the Badger Lands* and the Badger App
 - Promoting the vision for a Badger Lands Welcome Center

- ❖ Communications and Outreach (30%)
 - In-person and virtual outreach events
 - Participation in the Sauk Prairie Chamber of Commerce
 - Twice-monthly eNews
 - Website updates
 - Social media
 - *The Badger Vision* semi-annual newsletter
 - Telling the stories of early Alliance members and founders

- ❖ Fundraising and Institution Building (30%)
 - Soliciting donations from individual donors (members)
 - Applying for grants
 - Monthly Board meetings and Board recruitment
 - Assisting with a silent online auction
 - Setting the budget and tracking expenses
 - Helping develop a strategic plan for the next 3-5 years
 - Improving and maintaining the Alliance archives
 - Organizing digital files and the physical office



The Sauk Prairie Conservation Alliance provides equal opportunity in programs and employment. The Sauk Prairie Conservation Alliance does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.

*We are a 501(c)(3) nonprofit organization.
Our public transparency information can be found at GuideStar or ProPublica.*