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Shelley Kelly, Sutherland
Program Director

JOB ANNOUNCEMENT

Project Coordinator, Sandhills Task Force

Location: In or near the Sandhills, Nebraska, United States

Title: Project Coordinator, Sandhills Task Force

Applications will be accepted until May 5, 2017.

Position Description for the Sandhills Task Force

Purpose: The Project Coordinator is a new full-time staff position dedicated to furthering the growth, goal and objectives of the Sandhills Task Force (STF). The STF is a 501(c)(3) non-profit organization and land trust that is overseen by a Board composed of ranchers and agency and organizational representatives who facilitate collaborative conservation efforts in the Nebraska Sandhills. This position requires a sound working knowledge of Sandhills ecology, culture, and economics. The Project Coordinator will work under the Program Director and they will work cooperatively with land stewards (owners, operators, tenants, etc.) and natural resources agencies and organizations for the betterment of ranching and the environment. The principal role of this position will be to enhance the implementation of sound conservation practices by identifying needs, determining feasibility, gaining cooperation, monitoring progress, disseminating information, and building and maintaining positive working relationships with land stewards, agencies, and others. The Project Coordinator will use a multi-disciplined approach to bring the appropriate technical expertise to bear without duplication of effort.

The Project Coordinator will be an employee of Nebraska Cattlemen and will report to the Program Director and will work closely with the STF Board. It is envisioned that the Project Coordinator will be an integral part of planning and implementing the STF's organizational growth and evolution.

Location: The Project Coordinator will work throughout the 20,000 square-mile Nebraska Sandhills landscape (located predominately in north-central Nebraska). This is envisioned as a position with flexibility in location and office structure. The position will require regular travel within Nebraska (primarily the Sandhills) with occasional travel within the U.S.

Major Areas of Responsibility:

- Project Coordination
- Communications – Internal and External – Written and Verbal
- Advancing Collaborative Landscape Conservation Initiatives

SPECIFIC JOB RESPONSIBILITIES:

STF Program Operations

- Work with land stewards and STF Partners to identify opportunities to cooperatively address resource needs. Determine need and feasibility of projects. Provide technical assistance and/or develop conceptual plans and ensure all designs meet standards and specifications. Facilitate coordination among land stewards, technical agencies, funding sources, and contractors as appropriate to solicit technical and/or financial assistance and complete projects in a timely and efficient manner.
- Work with land stewards to develop and monitor grazing plans that improve wildlife habitat while maintaining the integrity and viability of the ranching unit. This activity requires knowledge of the local ranching culture, terrestrial and aquatic wildlife and plant species, wildlife habitat management principles, plant-herbivore interactions, and sound range/ranch management.
- Implement land protection strategies when and where appropriate. Identify need, negotiate easements or other interests in land, procure funding, acquire appraisals, develop agreements and other legal documents, and see strategies through to success. Monitor easements and other interests in land to ensure compliance with agreements and legal requirements. Inform the STF Board of any potential violations of easements or other interests, and work with the Executive Committee and Board to resolve any potential issues in a timely manner.
- Assist Program Director to manage the operations of the STF.
- Summarize past research projects and identify and work toward prioritizing and obtaining research studies that would help guide future management.
- Evaluate completed projects to determine their level of success and to recommend any corrective measures that need to be taken.
- Perform duties with little supervision. Set goals and objectives, schedule time, develop and maintain professional relations with a broad range of agencies, organizations, and individuals, and report progress. Perform duties in a manner supportive of civil rights policies, delivering services without regard to race, color, national origin, religion, gender, age, marital status, or mental or physical handicap. Perform duties in a manner supportive of a safe and healthy working environment, and exercise safety precautions when exposed to dangerous objects, extreme temperatures, etc.

STF Communications – Internal and External

Internal

- Attend and provide updates at STF board meetings. Participate in STF internal meetings, and periodic planning meetings.
- Arrange and participate in periodic STF conference calls
- Provide support as needed to STF Board committees
- Help maintain clear and open communications within the STF and among the STF and partners

External

- Coordinate project site visits with the land steward, partners, and contractor when appropriate, participate in site visits arranged by the partners, keep partners informed of the status of the project.
- Oversee maintenance of the STF web site and keep the site updated
- Provide written content related to STF for web site, annual report, or other outreach materials
- Communicate with current and potential partners, including federal, state and private organizations
- Develop news releases for general distribution
- Assist Program Director to coordinate information and education activities
- Assist Program Director to provide training and information to local government representatives, in schools, to local ranchers, and to the general public

- Assist Program Director to develop and conduct field demonstrations, conservation tours, outdoor classrooms, and contractor meetings
- Coordinate with partners to ensure Landowner Agreements are developed and submitted for mutually acceptable projects following proper procedures and protocols.

STF Organizational Development

- Assist Program Director to work with the STF Board on implementing the STF strategic plan and developing and implementing future strategic/business plans
- Support the Program Director and STF Board in maintaining official records and documents and ensuring compliance with federal, state, and local laws and regulations
- Maintain a working knowledge of significant developments and trends in the field of private/public landscape conservation

Budget and Fundraising

- Assist Program Director to gather information for grant applications, reports, and other fundraising activities.

Collaborative Conservation Initiatives

- Work with partners to advance collaborative landscape conservation initiatives throughout the Sandhills
- Assist Program Director to develop capacity, resources, and policy to promote specific collaborative landscape conservation initiatives

QUALIFICATIONS:

- Project delivery experience strongly preferred.
- Experience and understanding of the collaborative/community-based landscape conservation model
- Experience and credibility working with a wide range of landowners and managers of working landscapes, especially but not limited to ranchers
- Experience and familiarity working with multiple partners. The STF commonly partners with the U.S. Fish and Wildlife Service, USDA Natural Resources Conservation Service, Nebraska Game and Parks Commission, Nebraska Cattlemen and other local, state, and federal agencies and organizations.
- Excellent organizational and communications skills (verbal and written)
- Knowledge of range management and wildlife ecology through a combination of education and/or experience.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE:

The STF seeks for this position an experienced professional who understands landowner and stewardship issues, is familiar with public agencies, possesses good business sense, and is eager to help grow an established conservation organization. The successful candidate must work independently and be willing to take initiative, must be comfortable and effective when communicating with a variety of audiences, and must be collaborative in nature.

COMPENSATION: Salary is negotiable.

Questions regarding this position may be referred to:

Shelly Kelly by phone at 308-214-0065 or email at shelly@sandhillstaskforce.org

or

Melody Benjamin by telephone at (308) 760-6464 or email at mberjamin@necattlemen.org.

The Sandhills Task Force and the Nebraska Cattlemen are equal opportunity employers.

STF's Vision of the Sandhills:

An intact rolling prairie landscape intermixed with wetlands, meadows, and streams, where diverse native plant and animal life prospers along with robust communities supported by a thriving ranching economy.

Mission of the Sandhills Task Force:

To partner with Sandhill ranchers; local communities, groups, and organizations; and local, state and federal agencies to identify, prioritize, plan, and implement mutually acceptable projects that benefit private ranching, wildlife and vegetative diversity, and associated water supplies.

Goal of the Sandhills Task Force:

To enhance the Sandhill wetland-grassland ecosystem in a way that sustains profitable private ranching, wildlife and vegetative diversity, and associated water supplies.

Additional information about the Sandhills Task Force is available at <http://www.sandhillstaskforce.org/>

How to Apply

Applications will be accepted until May 5, 2017. The application package should include a concise resume of experience including evidence that the candidate meets both the required qualifications and characteristics of a successful candidate as listed in this position announcement. Please include three references familiar with the candidate's professional accomplishments.

Candidates may submit their resume, references and cover letter using one of the following methods:

1. By mail or in person to: Nebraska Cattlemen

Attn: Sandhills Task Force

1010 Lincoln Mall, Suite 101,

Lincoln, NE 68508

2. By email to: jcritser@necattlemen.org