



SD AGRICULTURAL LAND TRUST PROJECT COORDINATOR

Qualifications: This is a professional part-time staff position responsible for assisting member organizations with the implementation of an agricultural land trust in South Dakota. The ideal candidate will be highly organized with strong people skills and the ability to multi-task. Demonstrated ability to effectively communicate verbally and in writing is essential. Fundraising skills are a plus, but not required. In-state travel is required with the possibility of some travel occurring on evenings and weekends. Preference will be given to candidates in or near the Pierre, SD area and to those who are willing to travel to Pierre with regular frequency.

Responsibilities:

In collaboration with SD Ag Land Trust (SDALT) Board, consultant, and member organizations (collectively, SDALT stakeholders), candidate will:

- Assist with preparation of governance and finance policies.
- Establish record keeping system and draft records policy.
- Assist with bookkeeping and grants administration.
- Coordinate, facilitate and provide necessary follow-up for SDALT Board meetings.
- Assist with development and implementation of an outreach and education plan to engage member organizations and other stakeholders, such as agricultural landowners, potential funders and others. Provide information about SDALT and its mission and goals.
- Assist with development of outreach and marketing materials to further share the mission and goals of SDALT. This may include brochures, fliers, website, social media, etc.
- Assist with preparation of procedures and policies necessary to conduct conservation easement transactions and to steward easements.
- Assist with SDALT fundraising, when and where appropriate. This may include supporting grant applications, meetings with potential funders, and other partnership development.
- Other administrative duties related to SDALT launch.
- Assist with general office duties as needed and other duties as assigned.

Necessary Computer Skills:

Microsoft Outlook; Microsoft Word; Microsoft Excel, PowerPoint; Wordpress (or similar website programs); Social networking sites (Facebook, Twitter)

Compensation:

- \$1,600 per month, depending on experience.
- Estimate average of 20 hours per week. There is potential for the position to expand as SDALT gains momentum and funding.

To Apply:

Please email cover letter and resume to Jodie Anderson, SAS President, at sas.exec@outlook.com. Application deadline is April 1, 2019.