



**Schlitz Audubon**  
Nature Center

## **DIRECTOR OF CONSERVATION AND LAND MANAGEMENT**

### **PURPOSE OF THE POSITION**

The Director of Conservation and Land Management oversees all conservation and land management activities for the Center. As a member of the leadership team, the person in this role is responsible for implementing the annual conservation goals in concert with the Center's Strategic Plan. This encompasses Schlitz Audubon's main Center as well as on the 40-acre Cleaver property three miles west of the Center. The primary purpose of the position is to restore and conserve diverse habitats using current best practices with a focus on invasive species removal and restoration of native plants to provide critical migratory stopover and year-round habitat for all wildlife. Conservation and land management work will be done with the additional objective of using the land and the work as an educational platform for the community and providing inspiring and meaningful experiences for our visitors. The Director of Conservation and Land Management has the unique opportunity to oversee the most compelling geographical features of the property, including water and wetlands, our diverse array of habitats, our position along the tension zone, and our location as a birding hotspot on the Mississippi Flyway.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The statements below reflect the general details necessary to describe the principal functions of the position and should not be construed as a detailed description of all the work requirements related to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

- Oversees all aspects of Conservation and Land Management, including the development, refinement, and implementation of the Center's conservation and land management plan.
- Ensures that work is completed with integrity and adheres to conservation best practices and standards, including habitat restoration and preservation.
- Proposes and provides rationale to leadership team of biologically-sound habitat improvement projects to ensure balance of the Center's mission.
- Oversees annual stand assessment surveys and plans, GIS data reports, and historical tracking of conservation activity on the property.
- Represents Schlitz Audubon in the conservation community and develops rapport with community collaborators and funders.
- Manages staff and daily operations of department per the departmental annual work plan and all supporting vendor-executed activities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Oversees activities of volunteers and interns with a focus on project management and safety practices.

- Develops and manages department's operating and capital budget and coordinates budget expenditures. Adheres to established fiscal and project-specific budgets.
- Leads and participates in internal and external Conservation and Land Management meetings.
- Provides tours of the land and speaks to various audiences, including media, about the work of the Center, our conservation ethic, and our core priority of "the land through the lens of a century".
- Collaborates with Facilities Manager to ensure well-coordinated and communicated facilities and construction-related work.
- Collaborates with Director of Marketing and Visitor Experience to showcase diverse land areas which provide inspiring community experiences.
- Collaborates with Director of Education and Educational Outreach on educational nature-based programs, including citizen science for the community.
- Collaborates with Director of Development and Donor Relations to identify diverse funding sources, help prepare land-based funding proposals and stewardship reports as required by funders.
- Participates in trail planning and maintenance activity in a collaborative manner. Communicates unsafe trail conditions as appropriate.
- Updates and enhances knowledge through continuing education, including relevant conferences and seminars.
- Submits a departmental annual work plan and documents conservation and land accomplishments on an annual basis.
- Comply with safety procedures and maintain clean and orderly work areas.

## **EDUCATION AND EXPERIENCE**

- Minimum of bachelor's degree in related field with at least five-year's experience in a related field. Previous supervisory experience is required.

## **QUALIFICATIONS**

- Proven success in solicitation and securing public and private grant proposals
- Strong strategic thinking and leadership skills
- High level of competency in Project Management and land-related software
- Familiarity of the greater Milwaukee conservation and restoration community preferred
- Requires excellent written and oral communication skills, including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports, newsletters and general correspondence.
- Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.

- Must be able to work independently, but also have the ability to develop and maintain constructive and cooperative working relationships.
- Requires the ability to work with and maintain confidential information
- Personal commitment to the mission of Schlitz Audubon Nature Center

## **PHYSICAL DEMANDS**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to freely move throughout the property. Regularly required to sit for long periods of time and occasionally stand, stoop, bend, or reach above the shoulders. Must be able to lift and/or move 10-25 pounds frequently. Must have the ability to speak and hear. Specific vision abilities required by this position include close vision and color vision.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

General office environment. The noise level is typically quiet to moderate. May occasionally spend periods of time outdoors in all weather conditions.

## **TO APPLY**

Send your cover letter and resume to Helen Boomsma at [hboomsma@schlitzaudubon.org](mailto:hboomsma@schlitzaudubon.org) with **Director of Conservation** in the subject line.