



**Job Type:** Regional Engagement Coordinator

**Location:** Remote or home office centrally within ~130-mile radius of Stevens Point, WI

**Region:** Western Great Lakes – (WI, Western UP MI)

**Posting Open Date:** April 29, 2024

**Posting Closing Date:** May 29, 2024 (Or until filled by an exceptional candidate)

**Posted internally**

**Background:**

At RGS & AWS, we believe forests are essential, not just for wildlife, but for all life. For more than 60 years, our organization has been embedded in the tenets of sound science and the belief that sustainable forest management is integral to wildlife conservation. We create landscapes of diverse, healthy forests that provide homes for wildlife and opportunities for people to experience them. These same forests clean the air, filter water and support local communities.

We're seeking an outstanding individual to increase member engagement. This position will include organizing fundraising banquets and events, along with engagement and education events for local chapters in the region, as well as helping develop and drive policy advocacy. The Regional Engagement Coordinator will empower volunteers to become conservation leaders, working with chapters that engage a larger network across the region for conservation delivery, advocacy and fundraising.

**Qualifications:**

- Experience planning, executing and evaluating fundraising events with more than three years of experience collaborating with and leading community members, volunteers, staff and board members in project/event management.
- More than three years of experience with public speaking, email communications and other means of communicating with the public and community groups.
- Ability to lead and motivate with a passion for forest and wildlife conservation.
- Well-organized with experience managing multiple projects under deadlines.
- Ability to establish a home office centrally within the regional service area.
- Willingness to work flexible hours that sometimes extend beyond the typical workday and workweek, including travel throughout the region (valid driver's license required).
- A degree in communications, marketing, public affairs, social or environmental sciences or similar field is preferred.



## Position Summary:

The Regional Engagement Coordinator will work directly with RGS & AWS volunteers to engage various stakeholders to increase advocacy, membership and fundraising opportunities at the local, state and regional levels. Specifically, the coordinator will:

- Work directly with chapter volunteers to help them organize and orchestrate fundraising events and activities such as banquets, shoots and online events.
- Effectively communicate with members, donors and supporters, including in-person, email and social media outreach, keeping them advised of relevant news and success stories.
- Support, encourage and empower current chapter leadership and cultivate new leaders.
- Host regular "meet and greet" events (in-person and virtual) with RGS & AWS staff and other professionals, offering presentations that engage donors, members and volunteers.
- In collaboration with the Vice President of Communications & Marketing, build relationships with local media (print and electronic) to publicize RGS & AWS activities and accomplishments.
- Support the RGS & AWS Membership Department on promotional drives and campaigns.
- Work directly with the RGS & AWS regional staff, the Development Director and Conservation Team to create on-the-ground positive involvement with local communities and businesses.
- Identify potential relationships with companies, foundations and donors capable of magnifying the RGS & AWS mission through their philanthropic vision.
- Notice opportunities to increase mission impact and convey them to colleagues across RGS & AWS program areas.
- Make independent decisions based on analysis, experience and judgment with appropriate oversight from supervisor. Work with supervisor to manage priorities, especially during busy seasons.

## Compensation:

Competitive compensation; health insurance including medical, dental and vision; retirement options including employer match; a vehicle or vehicle stipend for business travel; a purchasing card for business and travel expenses; computer and printer; cell phone; office supplies and support as needed to excel will be provided.

The salary scale for this role accounts for a range of considerations such as skill set, experience, training and certifications as well as business and organizational needs. A reasonable estimate of the starting salary range is \$60,000 to \$68,000 commensurate with experience. With time on the job and optimal performance, salary could extend beyond \$70,000.

## Application Instructions:

Please email a cover letter and resume combined in a single .pdf file by **May 29, 2024**, to [Careers@RuffedGrouseSociety.org](mailto:Careers@RuffedGrouseSociety.org) using "Eastern Great Lakes Engagement" as the email subject line. Questions regarding this position can be directed to Lisa Rossi at [LisaR@RuffedGrouseSociety.org](mailto:LisaR@RuffedGrouseSociety.org).