



Job Description

PROGRAM DIRECTOR

Leopold Writing Program

15 August 2023

The Leopold Writing Program (LWP), a New Mexico non-profit organization, seeks a full-time Program Director to support its all-volunteer board and advisory council. The ideal candidate will have a history of effective fundraising, an interest in assisting the board with the LWP programs and be passionate about the mission of the LWP.

The mission of the LWP is to inspire an ethic of caring for our planet by cultivating diverse voices through the spoken and written word. Our programs engage all generations in the urgent conversation about climate disruption, biodiversity loss, and other global conservation issues. Our three programs are: The Aldo Leopold Writing Contest, The Aldo & Estella Leopold Residencies, and The Annual Leopold Lecture. For more information about our programs and our organization, please visit: www.leopoldwritingprogram.org.

The LWP has a 11-year track record of success and is transitioning from an all-volunteer organization to one that will have full-time staff. This new position will constitute the initial staffing, and will include elements of program involvement, fundraising, and organizational support. The role has potential for growth within the organization and its programs.

Other job requirements include the ability to work independently from home, expertise in office management and professional relationships, proficiency in basic computer skills including text, spreadsheet, and database programs (e.g., Microsoft Office, Google Docs), proficiency with social-media-platform-based public outreach, and experience working with non-profit boards.

Primary responsibilities of this position include:

A. Program Assistance

- Coordinate the Aldo Leopold Writing Contest under the direction of the Writing Contest Chair
 1. Help publicize and advertise the contest statewide using social media, school and teacher networks, advertising, etc.
 2. Help recruit contest judges, and coordinate communication with contest judges to facilitate the various rounds of the judging process. Ability to use Google Docs required.
 3. Notify winning essayists and help produce and distribute press release.
 4. Secure photo and publication release forms from winning essayists.
 5. Coordinate awards ceremony with the Program Chair.

- Coordinate the Aldo & Estella Leopold Residency under the direction of the Residency Chair
 1. Receive applications and fees. Receive resumes and essays and distribute to selection committee.
 2. Coordinate teleconference/virtual meeting with selection committee and help Chair notify successful applicants.
 3. Help schedule annual residency calendar with Chair.
 4. Request commitment letter from residents and welcome Residents to "Mi Casita," the U.S. Forest Service house in Tres Piedras, NM the Leopolds first lived in after they were married in 1912. Assure payment of stipend.
 5. Schedule and reserve venue for resident lectures in Taos. Promote lectures using social media, press releases, and other means. Arrange for recording of lectures.

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- Coordinate the Annual Leopold Lecture under the direction of the Lecture Chair
 1. Arrange lecture venue and coordinate ticket sales and refreshments.
 2. Help coordinate reception with lecturer for major donors.
 3. Help solicit and coordinate third-party event partnerships.
 4. Coordinate airfare, transportation, and lodging for lecturer, and assure payment of stipend.
 5. Arrange for recording of lecture.

B. Fundraising and Outreach under direction of the Fundraising and Strategic Partnering Chairs

- Support grant-writing, fundraising and partnership activities under the direction of the Fundraising and Strategic Partnership Chairs
 1. General administrative tasks as needed for grant-writing, fundraising and partnership activities.
 2. Maintain donor database in coordination with the Board Treasurer.
 3. Prepare thank-you letters for a Board member's signature.
- Coordinate the LWP's social media presence with the Board and Program Chairs.
 1. Schedule, develop, and integrate online content and post as scheduled.
 2. Monitor conversations and interact with online followers/stakeholders.

C. Office Administration under direction of Board President or delegate

- General administrative tasks such as setting up and maintaining well organized office systems and filing for LWP documents and programs, a calendar to assure smooth operations of programming, payment of fees and invoices, and timely filing of required reports.
- Support for Board Activities under direction of the Board President or delegate.
- Assist in planning and scheduling special events. Coordinate facility and equipment needs for on-site and off-site meetings.
- Manage and respond to the LWP mail and email communications.
- Assist with semi-annual LWP Newsletter.

D. Other tasks as required to support the operations and programs of the LWP

Additional Details

The Program Director reports directly to the Board President (or delegate) and works under the direction of the Program Chairs as outlined above.

This full-time position is based on an annual salary of \$60,000, including benefits. A description of the benefits is available upon request.

The Leopold Writing Program is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit a letter of interest and resume to jobs.leopoldwritingprogram@gmail.com.

This position will remain open until filled.