Position Description

TITLE: Milwaukee Program Coordinator
LINE OF BUSINESS/DIVISION: Conservation Acquisitions/Midwest and Northeast Region
FLSA STATUS: Exempt
REPORTS TO: Milwaukee Program Director
NUMBER OF POSITIONS REPORTING TO THIS POSITION: 0
LOCATION: Milwaukee, WI office

THE CONSERVATION FUND
The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, we have worked in all 50 states to protect over 8.5 million acres of land since 1985. To learn more about TCF, visit www.conservationfund.org.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

POSITION SUMMARY
The Milwaukee Project Coordinator is a key part of the team that includes the Milwaukee Program Director and the Milwaukee Program Associate, to implement the Milwaukee Metropolitan Sewerage District’s (MMSD) Greenseams® and Working Soils® programs. Greenseams® is a land acquisition program that protects hydric soils and connects publicly owned parcels of land along river corridors in a four-county area. Working Soils®, a complimentary program to Greenseams®, permanently conserves working agricultural lands through acquisition of conservation easements to protect water retention abilities and improve water quality in collaboration with the Milwaukee River Watershed Conservation Partnership. The Project Coordinator is responsible for managing real estate due diligence and closings, supporting outreach and transactions, generating reports, and conducting administrative office operations. The Project Coordinator works in collaboration with a team of professionals within MMSD; outside contracted real estate service providers; local municipal, county and state government staff; area land trusts; community nonprofits; MMSD’s Program Manager; and the Fund’s staff.

RESPONSIBILITIES & SCOPE
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Orchestrate due diligence process and review products for real estate transactions (includes coordinating with MMSD and the Fund’s staff, landowners, legal counsel, surveyors, appraisers and environmental hazard assessors).
- Coordinate outreach to establish and maintain relationships with landowners, including generating mailing lists, conducting mailings, developing written materials, and tracking communications related to priority parcels within Greenseams® and Working Soils® project areas.
- Track progress of active and pending transactions and lead weekly team project status meetings.
- Timely preparation of quarterly invoices to MMSD for the Fund’s contractual services under Greenseams® and Working Soils® contracts, in coordination with the Fund’s Finance team.
- Support authorization of transactions through MMSD and the Fund’s approval processes.
- Oversee and update Baseline Documentation Reports and Transfer Packages, and produce Annual Monitoring Reports per applicable standards and requirements.
- Employ GIS software to create maps and conduct site analysis.
• Monitor all eased lands annually to ensure compliance with easement terms per applicable monitoring standards and suggest solutions and management options if issues arise.
• Collaborate with MMSD and the Fund graphics department to create annual reports, event outreach materials, social media promotions and visual aids.
• Participate and act independently on behalf of the Greenseams® and Working Soils® programs within regional work groups, committees and projects to further the goals of each program.
• Coordinate with Program Director on building strong relationships with partners such as local municipalities, US Department of Agriculture Natural Resources Conservation Service (NRCS), US Fish and Wildlife Service (FWS), Wisconsin Department of Natural Resources and land trusts to facilitate timely property transfers, acquisition partnerships and leverage funding, restoration and management.
• Manage geodatabases for MMSD’s hunting website, and Greenseams® and Working Soils® property data.
• Explore new business opportunities for The Conservation Fund.
• Assume lead on projects as assigned.
• Support development of proposals to secure grant funding and manage grant administration advancing acquisitions, restorations, and partner watershed initiatives.

MINIMUM QUALIFICATIONS
• Minimum of 4 years of related work experience.
• Proficiency with Microsoft Office Suite, including Excel; ability to learn new and advanced technology.
• Ability to work effectively with a wide range of people, organizations and political climates.
• Aptitude to work independently and proactively with minimal supervision, while demonstrating flexibility, creativity and a drive for results.
• Ability to learn applications and software programs.
• Commitment to the Fund’s mission.

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE
• Bachelor’s Degree preferred.
• Experience with real estate transactions, land conservation, grant administration, contracting and/or project management preferred.
• Strong technical skills with GIS and ESRI products, and handheld Global Positioning Systems (GPS), are a plus.

PHYSICAL DEMANDS
• Sitting or standing at desk/computer for long periods of time while using keyboard, mouse, and telephone.
• Occasional lifting of up to 20 lbs.

WORK ENVIRONMENT
• Local travel – 20%.

COMPENSATION and BENEFITS
This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about The Conservation Fund, visit https://www.conservationfund.org.
The Conservation Fund, a nonprofit corporation, is an Equal Opportunity Employer that fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.