

Kansas Grazing Lands Coalition State Coordinator



The Kansas Grazing Lands Coalition (KGLC) is soliciting qualified candidates to serve as the organization's State Coordinator. This will be a contract position that is supervised by the KGLC Board of Directors.

A LITTLE ABOUT US

The **Kansas Grazing Lands Coalition (KGLC)** is a 501©3 non-profit organization that provides technical assistance as well as educational and coordination efforts to meet its mission of regenerating Kansas grazing lands. Since its formation as a non-profit in 2006, KGLC has expanded its partnering efforts to enhance Kansas grazing lands. KGLC holds special events, tours, adult range schools, and interacts with regional grazing groups to support local efforts to solve priority grassland issues in the state. KGLC's long-term strategy includes invasive species management, support of prescribed fire as a grasslands management tool, dissemination of informational resources related to grazing lands, and support of regional grazing groups¹. For more information about KGLC go to www.kglc.org.

ESSENTIAL FUNCTIONS OF STATE COORDINATOR

- 1). Maintains the daily operations of KGLC and provides regular updates to the KGLC Board of Directors (e.g., grant activity updates and budget reports).
- 2). Conducts business through interactions with the Board of Directors to schedule and hold at least three board meetings a year. In addition, the State Coordinator is responsible for follow-up actions resulting from these meetings, such as the distribution of meeting minutes.
- 3). Works with the treasurer to ensure that near-and long-term financial objectives are met. For example, tracks income and expenses, administers operations and capacity-building grants (see 4. below), tracks in-kind services and project expenses, ensures compliance with state and federal requirements for 501©3 non-profits, arranges annual tax form preparation and audits as needed, and oversees invoicing for work performed through grants and contracts.
- 4). Researches, recommends, and files for grants that KGLC is qualified to apply for and that support KGLC mission. Grant work will include acquiring needed funding and in-kind services to meet match requirements, building realistic implementation schedules and budgets, and submitting grant proposals. Once secured, grants will be overseen and completed by the State Coordinator or assigned to willing partners or other contractual staff for completion. The State Coordinator will complete all reports, financial requests, and other requirements for grants received.
- 5). Provides supervision to KGLC contractual staff and oversees staff activities to assure contractual and funding (grant) obligations are met.

¹ Examples of regional grazing groups include Comanche Pool Prairie Resource Foundation, Tallgrass Legacy Alliance, Smoky Hills Graziers Association, Kansas Graziers Association, and Clark-Comanche-Meade Counties Grazing Group.

6). Organizes and completes training and educational programs, including summer adult range schools, at least one field tour held in conjunction with a Board meeting, and other programs as set out in KGLC's Long-Term Strategy or assigned by the Board Directors.

7). Serves as the communications and marketing lead for KGLC; i.e., oversees email communications and other electronic messaging; press releases; web materials development, web posting and site maintenance; print materials; exhibit and display materials; and other marketing and outreach materials as needed.

8). Provides coordination for the Kansas Prescribed Burn Association.

QUALIFICATIONS:

The successful candidate must have a bachelor's degree (biological or range sciences is preferred) and/or extensive experience related to the duties described above. The candidate should have strong computer, oral and written skills, web site development and maintenance skills and organizational skills. The position will require travel, primarily in Kansas, to complete the requirements laid out under *Essential Functions*. As a contract position the candidate must have suitable office equipment, available space, and other requirements to run an office. The candidate must also supply needed transportation.

CONTRACT DETAILS:

The State Coordinator position is capped at \$60,000 annually. This contract amount does not cover state and federal taxes, health insurance or other job-related expenses, such as mileage, lodging, transportation, or similar employee type-expenses. KGLC assumes that while most candidates will be one-person offers, dual coordination or two person proposals may also be accepted. The position will be evaluated annually with continuation based on satisfactory performance and availability of funds. Finally, the successful candidate will work towards finding new funding sources while ensuring continuation of current funding as soon as the contract is initiated with KGLC.

HOW TO APPLY

Send or email a letter of application, resume, and contact information for three (3) references no later than **15 August 2022** to:

Keith Yearout (KGLC Board Chairman)

14003 SW Aetna Rd

Lake City, KS 67071

Keith.yearout@retranches.com

(620) 247-6465

TENTATIVE SCHEDULE:

August 15 – invitation for applications closes

August 25 - interviewees selected and interviews set

September 15 - select candidate and negotiate contract