



211 South Paterson Street • Suite 270 • Madison, WI 53703
ph 608.251.9131 • fx 608.663.5971 • www.gatheringwaters.org

Events & Outreach Coordinator

Posted: June 27, 2024

Come work at Gathering Waters! We're leaders in land conservation in Wisconsin and work to support over 40 nonprofit land trust organizations all across the state. We are a small yet mighty team doing our part to protect land and water in Wisconsin.

Summary:

Gathering Waters seeks a highly organized and enthusiastic Events & Outreach Coordinator to plan and execute a variety of in-person and virtual events for the Wisconsin land trust community, and to support outreach initiatives that highlight land trusts across the state. The Events & Outreach Coordinator will report to the Director of Strategic Initiatives and collaborate with other team members, including the Communications Manager.

Responsibilities:

- **Event Coordination (70%)**
 - Manage logistics for a 2-day in-person annual conference for Wisconsin land trust staff, board members, and volunteers
 - Plan virtual trainings and webinars for land trust staff and board members
 - Collaborate with our development staff to help plan donor engagement events, and with program staff to help plan continuing education opportunities for professionals such as attorneys, appraisers, etc.

- **Outreach (30%)**
 - Coordinate Wisconsin Land Trust Days, a statewide promotion that highlights outdoor events hosted by Wisconsin land trusts in July, August, and September each year
 - Coordinate the annual Wisconsin Land Conservation Leadership Awards nomination and selection process, and help plan award presentations
 - Support relationship-building efforts with land trusts across Wisconsin

Minimum Experience Preferred:

- 2-3 years of experience in planning and coordinating both in-person and virtual events

- An attention to detail with strong problem-solving and project management skills

Salary & Benefits:

Gathering Waters is an Equal Opportunity Employer. The starting salary for this full-time position is \$50,000, along with a comprehensive benefits package including health and dental insurance, 401k match (3% after six months of employment), generous paid time off, and disability insurance.

Additional Information:

This role has in-person requirements in our Madison, Wisconsin office. Hybrid work options are possible.

Questions can be emailed to info@gatheringwaters.org or call 608-251-9131.

Applications will be reviewed on a weekly basis through July 26 or until filled. Tentative start date September 1.

To apply, submit resume and cover letter via email or mail to:

info@gatheringwaters.org

Gathering Waters

Attn: Rhianon Morgan

211 S Paterson St, Suite 270

Madison, WI 53703

Three professional references will be requested from finalists.