

Job Description

Grassland Heritage Foundation Program Director and Preserve Manager

General Job Responsibilities: Contractor will be responsible for the development of innovative programs and educational activities that further GHF's mission of prairie preservation and education. Contractor will oversee maintenance activities at GHF's Snyder Prairie in Jackson County, Kansas.

Administrative Responsibilities:

Attend bi-monthly Board of Governors meetings as well as periodic meetings of the Education Committee, Plant Sale Committee and Management Committee as scheduled. Prepare reports to be presented at these meetings.

Work with GHF Board of Governors or other volunteers in planning and carrying out membership/donor activities. Communicate with volunteer groups to direct their efforts. Ensure that volunteers' names and contact information are added to the database along with types of activities of interest to volunteers. Priority is to be given to recruiting new volunteers and donors.

Assist Native Plant Sale Committee with logistics concerning the sale: location, poster, publicity, supplies, recruiting volunteers, etc.

Prepare grant proposals for additional funding for GHF's educational outreach and property management needs. Submit draft proposals of the grants for review to GHF Board prior to submission to the funder. Any additional grant monies may increase the budget for hours the contractor may work.

Prepare relevant portions of the Annual Report in October to be included in the November newsletter about events sponsored throughout the year, results, numbers of attendees, photos, etc.

Maintain contacts in the database of like organizations for possible partnerships.

Update GHF website and create social media content with the assistance of the Communications Chair.

Send regular email updates and newsletters to the contacts in the email database.

Educational Program Responsibilities:

Contractor will work with board members and others on programs and educational activities that further GHF's mission of prairie preservation and education, as scheduled time permits.

Contractor will make arrangements for locations, speakers or volunteers, and handle publicity for each event. Contractor will obtain supplies within budgeted amounts as needed and will present copies of receipts or invoices to the treasurer for reimbursement.



Preserve Management Responsibilities:

Coordinate the restoration efforts of subcontractors, including meeting with potential subcontractors, provide direction to subcontractors and monitor their work.

Communicate with volunteer groups to direct their efforts.

Perform management tasks, such as invasive species control, seed collection, and plant restoration.

Coordinate with visitors and approved prairie researchers.

Manage existing and future federal or state cost-share contracts.

Create an annual work plan, and provide bi-monthly updates.

Meet with the full board and Property Management Committee, as appropriate.

May provide occasional assistance at other GHF properties.

Compensation:

The scope of work encompasses an average of 40 to 50 hours per month @\$25 per hour depending on grant monies available. Total hours for the year are not to exceed 480 hours without prior Board approval. Travel time to and from locations, including Snyder Prairie, that are greater than 50 miles roundtrip from contractor's office will be paid at \$25 per hour, along with reimbursement for mileage at current IRS rate. Contractor will be paid monthly upon submission of an invoice, including copies of receipts for all reimbursable items, and a report of accomplishments for the month by the Contractor, to the Board of Directors and Treasurer. Contractor is responsible for all their own taxes and insurance.

The ideal candidate will be familiar with prairie ecology, management, conservation, and Kansas native species either through education or work experience. They should also be comfortable interacting with the public at events. Due to the location of events and activities, preference will be given to candidates located in the greater Lawrence area.

Interested parties should email a cover letter and resume to info@grasslandheritage.org by March 6, 2023. Any questions can be sent to this email.

