



**Organization:** Ice Age Trail Alliance  
**Position:** Philanthropic Coordinator  
**Date Posted:** November 19, 2021  
**Location:** Cross Plains, WI  
**Supervisor:** Director of Philanthropy  
**Duration:** Full-time, salaried

**About the Ice Age Trail Alliance:** The Ice Age Trail Alliance (Alliance) was founded in 1958 with the mission of conserving, creating, maintaining, and promoting the Ice Age National Scenic Trail, one of only 11 such trails in the country. The Alliance meets this mission through three core program areas, Trail Development, Land Conservation, and Outreach and Education. At the Alliance there is a culture that supports and inspires conservation achievements, creating access to recreational opportunities, and personal development.

**Principal Duties and Responsibilities:** Working side-by-side with experienced Alliance staff and volunteers, the successful applicant will assist with, or lead, the Alliance's fundraising efforts to support the organization. Specifically, the successful applicant will help design and implement effective philanthropic strategies including:

- grant writing, tracking, and reporting;
- expanding the Alliance's Corporate Friends and Business Membership programs;
- supporting local, volunteer-led fundraising events;
- conducting research into additional funding opportunities.

**Location and Travel:** Position is office-based with opportunities to work remotely and will require some travel, primarily within Wisconsin. Overnight travel should be anticipated, including weekends.

**Start date:** January 2022

**Compensation:** Anticipated salary range \$48,000 - \$52,000 commensurate with experience. The Alliance offers fully paid premiums for employee's health insurance, dental coverage and a 403b program.

**Successful applicant must:**

- Have a Bachelor's Degree or related professional experience
- Have Experience writing, tracking, and reporting on successful grant applications
- Have Experience designing and implementing public events
- Be self-directed, highly motivated, flexible, and detail-oriented
- Have strong social and interpersonal skills including the ability maintain good working relationships with coworkers, volunteers, and members of the community
- Be able to effectively relate to a diverse range of people, including both oral and written communication skills
- Hold a current, valid driver's license
- Have general knowledge of the Ice Age National Scenic Trail and be committed to the mission and vision of the Alliance

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**Desired Attributes:**

- Be personable, with excellent public speaking capabilities
- Experience working with a non-profit organization
- Experience in conservation-focused programs
- Able to meet deadlines and set priorities
- Undertake occasional overnight travel to official Alliance functions, related conferences, and site visits
- Attend occasional evening or weekend events

**TO APPLY**

Candidates should send their (i) resume and (ii) cover letter stating relative experience, work ethic, and career goals to the email address listed below **by 5:00pm on Sunday, December 12, 2021** (*email only please*).

Send materials to: [luke@iceagetrail.org](mailto:luke@iceagetrail.org), Luke Kloberdanz, Director of Philanthropy

Subject Line: Application: Philanthropic Coordinator

**Equal Opportunity Employer:** The Alliance is committed to a policy of equal opportunity for all employees. It is our policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest or conviction record, or any other basis prohibited by state or federal law.

Further, the Alliance is committed to providing a productive work environment in which employees are treated with courtesy, respect, and dignity, and one that is free from any form of discrimination or harassment, including sexual harassment. The Alliance prohibits and will not tolerate any form of unwelcome discriminatory or harassing behavior by employees, supervisors, customers, citizens, vendors, agents, or volunteers.

Discriminatory and/or harassing behavior based on an individual's race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest or conviction record, physical or mental disability, or any other basis prohibited by state or federal law violates this policy.