



## Job Description

### ***Operations and Engagement Associate***

#### **Summary of Position:**

The Operations and Engagement Associate coordinates and executes day-to-day administrative duties, projects and initiatives of the Ranchland Trust of Kansas. Primary responsibilities for this position include administrative tasks, marketing, development, outreach and education to landowners and stakeholders, writing and developing materials including projects like newsletters, special reports and funding requests, and organizing special projects and events.

The Operations and Engagement Associate is supervised by the Executive Director and works in consultation with the board of directors, committees, and other staff.

#### **Duties and Responsibilities:**

- Develop and maintain public communication programs, including social media, website updates, newsletters, news releases, and informational publications/brochures.
- Develop and implement marketing strategies for organization.
- Maintain customer relations management software accounts.
- Coordinate special fundraising events.
- Manage special projects as assigned.
- Support fundraising activities as assigned by the executive director.
- Assist in the facilitation of board and committee meetings.
- Provide support to the board of directors, its officers, and committees.
- Build and maintain personal relationships with donors and volunteer supporters.
- Assist staff with RTK's program of voluntary land preservation, including the acquisition of conservation easements and associated stewardship and monitoring as needed.

#### **Qualifications and Skills:**

- **Possess an understanding and appreciation for private land ownership and the conservation mission of Ranchland Trust of Kansas.**
- A 4-year degree preferred, in business administration, communications, marketing, agriculture, or a related field and/or experience in resource management, business, non-profit organization management, fundraising, marketing or related field.
- Excellent organizational skills, including attention to detail and time management skills.
- Strong ability to set priorities and meet deadlines to complete projects efficiently and effectively while handling multiple priorities at once.
- Strong grasp of current office computer applications, including Microsoft Office and Google Suite.

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- Effective experience with broad-based administrative support including fundraising and management of a non-profit organization.
- Demonstrated effective and proficient writing skills, with willingness to prepare reports and grant applications if needed.
- Ability to communicate effectively, tactfully, and diplomatically in writing and in person with a diverse community.

**Working Conditions:**

Work is performed at the Kansas Livestock Association office in Topeka, KS. Travel is required to meetings, speaking engagements, educational sessions, and other events requiring representation by RTK.

**Compensation:**

The Operations and Engagement Associate is a 25 hour/week hourly to 40/hour/week salaried position with a starting full-time salary range of \$45,000 to \$48,000 (based on experience). Benefits include a tiered paid leave policy, 13 paid holidays, four weeks of maternity leave, employer-matching retirement plan and reimbursement of travel related to achieving program objectives.

**Application deadline:** Applications will be reviewed as received with flexible start date.

**Contact:** Interested parties should email a cover letter and resume to Dawn Hovey ([dawn@kla.org](mailto:dawn@kla.org)) or by mail to:

Dawn Hovey, Executive Director  
Ranchland Trust of Kansas  
6031 SW 37<sup>th</sup> Street  
Topeka, KS 66614  
785.273.5115

**About RTK:**

Ranchland Trust of Kansas (RTK) is a non-profit conservation organization, otherwise known as a land trust, which was founded by the Kansas Livestock Association (KLA) in 2003. The purpose of the organization is to “*preserve Kansas’ ranching heritage and open spaces for future generations through the conservation of working landscapes.*” Although RTK is affiliated with KLA, it is a stand-alone organization with its own articles of incorporation, bylaws, budget, and board of directors. RTK’s primary source of funding is voluntary contributions by individuals, corporations and foundations.

<http://www.ranchlandtrustofkansas.org/>

***Ranchland Trust of Kansas is an equal opportunity employer.***