Job Description

Operations and Engagement Coordinator

Location: Kansas Livestock Association office, Topeka, Kansas
Reports to: Executive Director
Position type: Full-time preferred; part-time considered for a highly qualified candidate

About Ranchland Trust of Kansas

Ranchland Trust of Kansas (RTK) is a nonprofit land conservation organization founded by the Kansas Livestock Association in 2003. RTK works to preserve Kansas' ranching heritage and open spaces for future generations through conservation of working landscapes. RTK is affiliated with KLA but operates as an independent organization with its own board of directors, budget, and governance.

Summary of Position

The Operations and Engagement Coordinator helps ensure that RTK's daily operations run efficiently and that its communications, marketing, events, and stakeholder engagement activities are delivered effectively. Working closely with the Executive Director and a small, collaborative staff, this individual coordinates administrative functions, develops and implements plans with colleagues, and takes ownership of projects from planning through completion. The successful candidate anticipates needs, establishes priorities, identifies practical solutions, and asks timely questions rather than waiting for detailed instructions.

Key Responsibilities

Operations and administration

- Coordinate daily administrative functions, office workflows, correspondence, scheduling, and routine vendor relationships.
- Maintain organized electronic and physical records, constituent databases, and administrative systems.
- Coordinate board and committee meeting logistics, meeting materials, agendas, and follow-up as directed.
- Assist with invoice processing, expense records, and other financial administration in coordination with the Executive Director and accounting professionals; follow established approval and internal-control procedures.
- Track key tasks, deadlines, and special projects, communicating progress and obstacles proactively.

Marketing and communications

- Collaborate with the Executive Director and staff to develop and implement marketing and communications plans.

- Create, schedule, and manage social media content and maintain RTK website updates.
- Coordinate newsletters, news releases, brochures, digital communications, and other publications.
- Develop engaging written and visual stories about RTK's mission, conservation projects, partners, and impact.
- Maintain consistent messaging and branding; coordinate with outside vendors or contractors when needed.

Events and stakeholder engagement

- Plan and coordinate fundraising events, educational sessions, landowner gatherings, and other special events with the RTK team.
- Manage event timelines, invitations, registration, logistics, vendor coordination, materials, and post-event follow-up.
- Support relationships and communications with donors, volunteers, landowners, board members, and partner organizations.

Development and program support

- Maintain accurate donor and stakeholder records in the constituent relationship management system.
- Assist with donor acknowledgments, fundraising campaigns, grant materials, reports, and funding requests as needed.
- Provide administrative and communications support to conservation staff and other organizational initiatives, as priorities permit.
- Carry out additional related duties consistent with the role and organizational needs.

Required Qualifications and Attributes

- Demonstrated initiative, independent judgment, problem-solving, and the ability to advance work without continual supervision.
- Strong organizational and project-management skills, attention to detail, and the ability to balance competing deadlines.
- Excellent written and verbal communication skills and a collaborative, service-oriented approach.
- Proficiency with standard office software and comfort learning databases, social media platforms, and digital communications tools.
- Professional discretion, reliability, adaptability, and willingness to ask questions and seek input when appropriate.
- Respect for private landownership and a genuine commitment to RTK's mission and working-lands conservation.

Preferred Qualifications

- Bachelor's degree in business, communications, marketing, agriculture, or a related field; equivalent relevant experience will also be considered.
- Experience in nonprofit administration, marketing, communications, events, donor relations, or fundraising.
- Experience maintaining websites, social media, and constituent relationship management databases.

- Familiarity with Kansas agriculture, ranching, or conservation issues.

Work Location and Travel

This position is based at the Ranchland Trust of Kansas office within the Kansas Livestock Association office in Topeka, Kansas. Regular in-office presence is expected to support daily operations and collaboration with staff. Some flexibility in work schedules and occasional remote work may be available based on organizational needs and responsibilities. Travel to meetings, events, and other activities representing RTK is required as needed.

Compensation and Benefits

The anticipated starting full-time salary range is $50,000–$54,000 annually, depending on qualifications and experience. Full-time employment is preferred, but RTK may consider a part-time arrangement for a highly qualified candidate; compensation would be adjusted to reflect the agreed-upon schedule.

RTK offers employee benefits. The overall compensation and benefits package will be determined based on employment status and the needs of the selected candidate. Additional details will be discussed during the hiring process.

Approved business travel expenses are reimbursed in accordance with RTK policy.

Application Information

Applications will be reviewed as received. The start date is flexible.

Interested parties should email a cover letter and resume to Dawn Hovey at dawn@kla.org or by mail to:

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

http://www.ranchlandtrustofkansas.org/

Ranchland Trust of Kansas is an equal opportunity employer.