



## Position Description

### Wild Ones Chapter Liaison

Wild Ones: Native Plants, Natural Landscapes is a national nonprofit environmental organization with 60 chapters in 20 states. Our mission is to promote environmentally sound landscaping practices that protect biodiversity through the preservation, restoration, and establishment of native plant communities. We have a lean and efficient national office that supports the work of nationwide members and chapters and leads the organization in planning, advocacy, and policy guidance.

**Overview:** The Chapter Liaison is responsible for the development and operations of Wild Ones Chapters to best serve members within a chapter, members of the chapter's community and the chapters ability to deliver on Wild Ones Mission.

#### RESPONSIBILITIES INCLUDE:

- Serves as the primary contact for all chapter officers, advise on chapter operations and provides support on technical/operational concerns.
- Responsible for coordinating national chapter officer meetings, annual membership meetings, chapter and members communications and special project committees.
- Responsible for the development, facilitation, and maintenance of Chapter Officer Training. This can include virtual "live" trainings, eLearning's, and recorded videos.
- Responsible for assembling content for Chapter Officer Newsletters and general communications.
- Ensures chapters are compliant with organizational bylaws, the chapter guidebook, policies, and guidelines.
- Maintains, updates, and communicates current best practices, bylaws, chapter guidebook, policies, and guidelines to chapter officers.
- Maintains chapter documentation and resources in the Member Center.
- Responsible for chapter support services such as annual chapter reporting, chapter recognition and chapter anniversaries.
- Responsible for chapter seedling, chartering, and de-chartering processes.
- Identifies strategies to increase the number of chapters, chapter membership, and membership retention both at chapter and organizational level.
- Periodically reviews and attends chapter meeting materials, newsletters, and events to share with the national office.
- Responsible for reporting chapter statistics and metrics to the national office.
- Other duties as needed and assigned by the National Executive Director.

#### EDUCATION, QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's degree in business management or related field or equivalent experience.
  - 3-5 years of membership, chapter, and donor experience in a nonprofit or foundation.
  - Strong interpersonal skills and able to communicate effectively, clearly, and concisely in written and verbal communications.
  - Excellent people skills with ability to communicate with a variety of stakeholders.
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- Hands-on attitude with flexibility and willingness to cross train with and support colleagues in a small office environment.
- Proficient in *Microsoft Office* software: Excel, and Word, PowerPoint, Outlook, and Microsoft Teams.
- Knowledge of membership systems, and web software (WordPress) desirable.
- Demonstrated experience in creating and implementing training curriculum and designing training modules.
- Demonstrated experience in developing strategic initiatives focused organizational growth that was successfully executed.
- Experience in multi-unit leadership or across multiple locations in an organization
- Ability to work independently and juggle a variety of tasks, challenges and competing priorities and manage time effectively.
- Must have at least an intermediate proficiency with video conferencing software.
- Must have (or willing to obtain) a stable internet connection.
- Must have (or willing to obtain) a computer to complete remote work.
- Knowledge of native plants is a plus.

We do not expect our ideal candidate to possess all the above requirements. We are looking for someone with a positive attitude who is quick learner and willing to do whatever is needed to support Wild Ones.

## **HOURS, SALARY AND BENEFITS**

### **Salary and hours**

This is an hourly position ranging between \$16 - \$19.23 per hour, depending on experience and background. Hours will generally hover around 30hrs per week, but occasionally may require additional time to complete projects or participate in evening or weekend events.

### **Location**

Wild Ones national staff are currently working a mix of in office hours and remote hours due to COVID-19. When it is safe to do so the national staff will return to a regular work location at the Wild Center Monday-Friday between 8am – 4pm, remote work may be considered for the right candidate.

Location: Wild Center, 2285 Butte des Morts Beach Road, Neenah, WI 54956

### **Benefits**

- Paid Time Off Benefits
- Ability to purchase Aflac insurance products
- Eligible for SIMPLE IRA Retirement plan after minimum employment requirements are met; up to 3% company match.

### **To apply**

Email cover letter and resume to [execdirector@wildones.org](mailto:execdirector@wildones.org). Please put “Wild Ones Chapter Liaison” in the subject line.

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