



Job Posting

Interim Prairie Dog Coalition Director

Location: Boulder, Colorado and surrounding area

Dates: May-September 1st

Hours: 20-30 hrs/ week

Pay: \$15/hour

Applications due: March 16th. This position is open until filled.

Contact & Mail applications to: director@prairedogcoalition.org

The Prairie Dog Coalition (PDC) is looking for a dynamic individual to fill the director position while the current director, Lindsey Sterling Krank, takes a four-month leave of absence. The term will begin May 1st and end August 31 2009. Future contract work for the PDC may be possible once the term ends. The position requires maintaining the Coalition's forward momentum. The PDC's current director will be available for some oversight and on-call support. The candidate may work from home, ideally in the Denver/Boulder area and will need to travel to the current home office when/if necessary. The position may entail some travel for site visits and regional meetings.

Job Duties

Administrative- Ensuring on-time bill payments, adhering to organizational budget, responding promptly to mail, email and phone inquiries and the publics' prairie dog concerns, and generally maintaining the Coalition's regular work systems.

Fundraising- Following through with current grant projects, seeking out new grant opportunities, sending out at least one bulk fundraising appeal letter, and executing other fundraising ideas. Initial support from the current director will be given in this area. The Interim Director is encouraged to broaden the Coalition's funding base.

Projects & Programs- Executing the PDC's current projects, program objectives, and day-to-day responsibilities. Examples include:

- Alerting Coalition members of local, state and federal prairie dog plans and opportunities for advocate participation;
- Performing and/or organizing field evaluations of prairie dog management projects;
- Working and/or meeting with government officials to improve prairie dog management plans and projects;
- Building public support for prairie dog protection;
- Maintaining current relationships and progress in the Conata Basin, South Dakota, a PDC focus area; and
- Responding to PDC member groups' needs.

Communication & Outreach- Maintaining the PDC and Colorado Front Range list-serves and website; responding to promptly to media calls and taking advantage of media opportunities; tabling and other outreach work; and updating the newsletter.

Skills Required-

- Positive attitude
- Good communication skills
- Ability to handle conflict and emotionally charged situations
- Follow through
- Prairie dog/ prairie dog ecosystem knowledge
- Motivation and independent initiative
- Fundraising skills a plus
- Past experience or familiarity with environmental/ animal welfare advocacy

The Prairie Dog Coalition seeks to achieve equal opportunity for all staff members as articulated by federal, state and local laws. The Prairie Dog Coalition actively seeks to recruit individuals without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age or physical characteristics.

About the Prairie Dog Coalition:

For the benefit of treasured wildlife, the Prairie Dog Coalition is dedicated to the protection of imperiled prairie dogs and restoration of their ecosystems. To accomplish this mission, we provide information and advocacy training, facilitate communication and planning, and promote conservation projects.

We are an alliance of non-profit organizations, concerned citizens, and scientists dedicated to the protection of prairie dogs and restoration of prairie dog ecosystems. Survival of the prairie dog is critical to the continued existence of the prairie ecosystem—one of the most endangered ecosystems in the world.

The PDC was formed in 2001 when several advocates came together after a prairie dog forum and thought more should be done for prairie dog protection. Since then, the group formally organized in 2003 and hired staff that same year. The past five years have been full of positive growth for the PDC including securing 501C3 status, creating a dedicated Board of Directors, forming partnerships with successful organizations and stabilizing our annual budget. The PDC has become a nationally recognized and respected organization.

For more on the Prairie Dog Coalition, visit www.prairiedogcoalition.org .

