



Nebraska Grazing Lands Coalition

Generational Transition Program Manager

Job Description

About the Nebraska Grazing Lands Coalition:

The Nebraska Grazing Lands Coalition (NGLC) is an independent group of ranchers, interest groups, and agencies whose mission is to generate, coordinate, and collaborate with landowners, agencies, and other groups to encourage and implement programs that improve the management and health of Nebraska grazing lands to ensure long-term stability of rangeland and pasture resources. The NGLC also acts as the Nebraska representative of the Grazing Lands Conservation Initiative of the National Grazing Lands Coalition (NatGLC). Funding for two part time Burn Coordinator positions (one with state-wide and one with Eastern Sandhills responsibilities) are funded through a grant from the Nebraska Environmental Trust.

Position Description:

The Generational Transition Program Manager (GTPM) will support the NGLC through implementation of its succession planning program. The manager will organize workshops and seminars as well as work with ranches in a mentorship capacity. The GTPM will prompt and support ranchers in completing identified tasks, decisions, family tasks, and documents on their succession plan checklists. In addition, the GTPM will help ranchers identify barriers and suggest strategies for overcoming them. Under the supervision of the NGLC Executive Committee, the GTPM will be responsible for organizing workshops, enrolling ranchers into the program, connecting monthly with each client, coordinating the client's advisor team, track timelines, and ensuring the implementation and development of successful succession plans, to be completed over one year. This work accounts for 80% of a part-time position. Additionally, the GTPM will also serve as the assistant to the NGLC Coordinator performing duties as assigned/as needed to coordinate and promote NGLC activities across Nebraska. This work accounts for 20% of the part-time position.

Responsibilities - GTPM

- Organize ranch transition workshops in partnership with likeminded organizations to maximize outreach through various marketing strategies
- Work with and mentor ranches, providing each one hour of mentoring a month for each ranch
- Document outcomes, impact, best practices, and places of improvement for workshops and mentoring sessions
- Prompt and support ranchers to complete identified tasks, decisions, and documents with a goal of a completed succession plan
- Communicate effectively through phone and email in a mentorship capacity
- Help identify and connect ranchers with advisors

- May coordinate the client's advisor team
- Check off items on the succession planning completion form
- Help identify barriers to ranchers and suggest strategies for overcoming them
- Track timeline, family and advisor tasks, and written documents

Responsibilities – Assistant Coordinator

- Develop promotional flyers and news releases for educational activities
- Assume leadership for educational video productions
- Represent NGLC at various trade show events
- Assist Burn Coordinators with educational events.
- Provide quarterly reports to the NGLC as part of an accountability process and for inclusion in quarterly reports to the Nebraska Environmental Trust.
- Attend NGLC quarterly Board of Directors meetings
- Participate in committee conference calls and provide a summary to the Board
- Submit expenses and time sheet to NGLC accountant / grants administrator for reimbursement
- Help develop and write grants for future NGLC funding
- Maintain NGLC list serve
- Update website as needed.
- Manage social media outlets and posts for NGLC as needed.

Qualifications

- Basic communication skills; mostly phone and electronic
- Comfortable with public speaking and presentations
- Familiarity with ranching
- Basic understanding of succession planning issues and challenges
- Sensitivity to/awareness of soft issues
- Organization, logistical and task management
- Knowledge of service network; ability to refer to and recruit advisors
- Successful work experience that supports the requirements of the position
- Valid Nebraska Driver's License
- Individual must have no felony record.
- Lack of conflicting interests.
- Be capable of successfully completing a health & drug screening.

Work Experience:

- Demonstrated experience working with diverse groups including agricultural production, community development, state & federal agencies, and environmental groups.
- Demonstrated ability to manage budgets
- Demonstrated organizational, marketing, and communication skills.

- Experience with grazing management and familiarity with land issues and entities.
- Flexibility to meet scheduling variations and travel requirements.
- Ability to present a professional and friendly image to others.
- Functional computer literacy with required programs.
- Proven ability to work with and manage people.

Working Conditions and Requirements:

- Position is contracted for the work products and duties listed in this description with limited clerical support from the NGLC Coordinator and/or grants administrator.
- Position requires periodic travel, formal presentations, multi-task coordination, and field exposure to elements.
- Applicant is responsible for providing and maintaining his/her own vehicle and working within an operational travel budget with documentable expenses
- Required submission of monthly electronic timesheets, tracking hourly time expenditures toward each work product

Work product review:

- Review of the work generated by the NGLC Coordinator Assistant will be accomplished by the NGLC Executive Committee on an annual basis.

Contract funding:

This is a contracted position subject to annual review and renewal. The recipient will not be considered an employee of the NGLC, nor are employment benefits included in the contract award. Compensation for this position is salaried with compensation dependent upon continued funding availability and first year demonstration of position expertise. A limited travel budget is included separately for this contract structured as reimbursement of expenses. Expenses will be reimbursed only if receipts are provided. The contract recipient is expected to provide their own office space, vehicle, phone and access to the internet.

How To Apply:

Send a letter of interest, current resume, and list of contact information for three references by **June 30, 2021** to:

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