



## **JOB ANNOUNCEMENT**

**Title:** Keep It Connected Coordinator  
**Hours:** 1.0 FTE (40 hours/week)  
**Salary:** \$51,250 - \$57,000 starting  
**Status:** Exempt  
**Location:** Remote within the Heart of the Rockies service area, with a strong preference for the Missoula or Bitterroot Valley, Montana, area

### **About Us**

Heart of the Rockies Initiative works to ensure connected habitat and working lands for people and wildlife by increasing the pace of durable conservation in the Central Rockies of North America. As a partnership of 30 land trusts working across five U.S. states and two Canadian provinces, we envision a region where actively engaged people and communities work together across geographic and organizational boundaries to conserve, restore, and steward the lands and waters that sustain natural systems and support community livelihoods. Our people are our most valuable resource and Heart of the Rockies creates a sense of belonging and values diverse perspectives among staff that reflect the communities across the landscape in which we work.

We achieve our mission by providing financial support to our land trust members and landowners seeking to protect private land through our Keep It Connected program, ensuring the permeability of private lands for wildlife through our Carnivore Conflict Prevention program, and helping rural communities thrive through our Rural Initiatives program. Heart of the Rockies is led by a nine-member Board of Directors and a dedicated professional staff of ten.

### **Position Summary**

This position is essential for the near-term growth and long-term sustainability of the Heart of the Rockies Initiative's flagship program: Keep It Connected. This new position significantly increases the capacity of Keep It Connected, ensuring the team is able to meet our ambitious goals and scale the program over the coming years. Keep It Connected is a novel, direct, tangible way to increase the pace of private land conservation and ensure wildlife can move effectively across the landscape by showcasing the region's most important private lands for wildlife connectivity that are ready to conserve. Our portfolio of active projects helps private foundations and philanthropists easily identify the most critical, ready to protect, private lands that fit their values and mission. This assistance allows our land trust members to respond to the growing landowner demand to retain agricultural, wildlife, and open space values.

Primary responsibilities of this position include: manage a portfolio of land trust projects seeking capital funding; develop, maintain, and enhance relationships with land trust project staffers; provide accountability for time-sensitive tasks assigned to team members, ensuring they stay current with their communication with land trust partners; work closely with team members to support the Heart of the Rockies Foundation Board by assembling board packets and taking notes at board meetings; manage grant agreements and grant reports; maintain the Keep it Connected website; and maintain an active Salesforce database of projects and metrics.

Other responsibilities include: work with the Land Trust Alliance, state associations, and other partners to develop and implement training and workshop opportunities for land trust partners; travel to meet with land trust members to deliver capacity building; attend various land trust convenings; work with the Keep It Connected program lead to develop project maps; support implementation and expansion of funding strategies and partnerships (e.g., migratory birds, grasslands, and Indigenous partnerships); and develop better tools and educational resources for land trusts to access, understand, and work with data.

### **Primary Responsibilities**

#### **Coordinate Keep It Connected project submittal and funding process (60%)**

- Consistently communicate with land trust project staff and the Keep It Connected team, via phone, video conference, email, and in-person
- Work directly with land trust partners to assemble new project information
- Facilitate and take notes for internal Keep It Connected team meetings
- Help Keep It Connected team members stay on track to meet deadlines and budget requirements
- Coordinate and maintain grant agreements and grant reports with land trust members
- Create and assemble project information packets for funders, including budgets, maps, photos, and narratives
- Assemble bimonthly Heart of the Rockies Foundation board packets
- Work with the team to expand funding strategies and partnerships
- Attend and contribute to meetings with Keep it Connected funders

#### **Maintain and update internal project management systems and infrastructure (25%)**

- Track and manage land trust project details in data management platform (Salesforce)
- Perform regular data cleaning and reporting to ensure accurate project information
- Maintain and update Keep It Connected website (Wordpress), including regular project updates, as well as potentially working with a web developer to implement major changes

#### **Support land trust capacity building (15%)**

- Work with Land Trust Alliance to develop trainings and workshops for partners
- Attend land trust partner events and gatherings
- Potential to develop and facilitate land trust member affinity groups (e.g., communications, fundraising, equity, Indigenous partnerships)

## **Qualifications**

We welcome people with diverse identities, experiences, and perspectives to apply. Strong candidates will meet many, but not necessarily all, of the following qualifications – we encourage interested candidates to apply if they meet 75% of them.

### **Experience and Knowledge**

- 3+ years of experience, or equivalent combination of education and experience, in project management, operations, database management, or a related field.
- Demonstrated experience successfully managing projects, coordinating people toward a common goal, collaborating within diverse teams, and organizing information.
- Demonstrated experience successfully facilitating effective meetings with diverse participants.
- Experience or education in wildlife biology, conservation biology, or ecology, or experience with land trusts or private land conservation.
- Previous experience with Geographic Information Systems software or the willingness to develop these skills.
- Experience with customer relationship management systems, project management software, Google Suite, and Microsoft Office, or demonstrated ability to quickly learn new software.
- Driven by a deep respect for people and place, and a commitment to ensuring conservation benefits all communities, with an understanding of its complex history.

### **Skills and Abilities**

- Excellent written and oral communication skills, including the ability to adopt specific writing tones and voices, tell a story, clearly convey complex information to various audiences, and edit existing content.
- Adept at managing multiple concurrent projects from start-up to completion, prioritizing among competing demands, adopting new approaches in response to changing circumstances, and coordinating teams to meet deadlines.
- Strong attention to detail and demonstrated ability to manage and organize data and other information.
- Strong interpersonal skills rooted in teamwork, diplomacy, and respect, with a commitment to collaboration and working with a wide range of people from different cultural backgrounds.
- Solves problems creatively and collaboratively, adapts well to changing circumstances, and persistently navigates road blocks.
- Willingness to pilot new approaches, learn from failure, and continually improve efforts.
- Actively seeks feedback, direction, and guidance from all team members and keeps staff informed of decisions that impact them.
- Ability to conduct the majority of your work remotely and at a computer.
- Ability to travel quarterly.

### **Compensation and Benefits**

- Starting salary is \$51,250 - \$57,000/year, depending on experience, and is based upon a wage analysis for the region and organizational size.
- Flexible work options, including working from home, non-traditional work hours, and compressed work weeks, as well as five hours per week of resilience time.

- Annual paid time-off includes three weeks of vacation leave, nine holidays, two weeks of sick/wellbeing leave, and additional leave options, including the opportunity for paid sabbatical every five years, and six weeks of paid and six weeks of unpaid family leave.
- Paid medical, dental, vision, and life insurance.
- Retirement plan with employer matching.
- Opportunities to travel to beautiful, diverse landscapes throughout the Rocky Mountain West.
- Heart of the Rockies values work-life balance and a family-friendly atmosphere, and supports personal resilience.

### **How to Apply**

The requirements listed in our job descriptions are guidelines, not hard and fast rules, and if you have 75% of the qualifications listed we encourage you to apply.

- To apply, submit one PDF of your cover letter and resume via email to amy@heart-of-rockies.org, with the subject line “Keep It Connected Coordinator Application.” Please use the following naming format for your file: LastnameFirstname\_KCApplication
- Applications will be accepted through July 2, 2025, or until the position is filled.
- We will begin scheduling interviews with top applicants in July, with a goal start date of August 2025.
- If you have a disability and require accommodation or assistance with our application process, please tell us how we can help by emailing us at amy@heart-of-rockies.org.
- Finalists’ references will be checked.

*Heart of the Rockies Initiative believes conservation works best when it reflects the full breadth of human experience. Our team is committed to creating a welcoming, respectful environment where people from all backgrounds can contribute, grow, and thrive. We are proud to be an equal opportunity employer and make decisions about hiring, training, and advancement based on individual strengths and potential.*