



Program Coordinator

Overview

- Program Coordinator
- Fulltime position with salary of \$45,000
- Competitive benefits including paid time off, health and dental insurance, short- & long- term disability, and 401K
- Reports to Lucia Hunt, Sustain Dane Development & Partnerships Manager

About Sustain Dane: Sustain Dane, Inc., is a 501(c)(3) non-profit educational corporation. Sustain Dane's vision is a thriving and connected community with a sustainable environment and economy we are proud to pass on to future generations. Sustain Dane's work focuses on holistic sustainability - the interaction of environmental health, equity and social well-being, and a just economy. The office is located in the thriving StartingBlock Madison space in the Spark Building. Our team works in a hybrid model with a combination of in-person and virtual. The Sustain Dane mission is to inspire, connect, and support people to accelerate sustainable actions for community well-being.

Job Description: Passionate people and resources fuel our work. In this job, you will assist with program and event coordination and implementation. You will also support fund development through partnership and sponsorship/membership growth. In this collaborative position, you'll work with the Sustain Dane staff team and Board of Directors, as well as be able to execute projects and strategies independently.

Qualifications:

- Strong organization and communication skills
- Attention to detail, ability to prioritize tasks to meet deadlines on time
- Experience with program/event production, Eventbrite/Mailchimp, and other database management or technology is recommended
- Authentic, inclusive and open-minded professional who is comfortable working with people of all backgrounds and identities
- Accountable, works efficiently with task management, follow-through and the ability to work independently
- Positive attitude, organized, trustworthy, and reliable
- Enjoys working with a dynamic team

Working with Sustain Dane is a meaningful opportunity to grow professionally and support holistic sustainability.



Job Duties will Include:

Program Planning & Coordination 50%

- Plan in-person and virtual educational programs around sustainability topics
- Set up Eventbrite registration pages with details including event description, location & access information, data collection, and outreach
- Coordinate logistics for day-of program implementation
- Liaise with speakers, venues, and exhibitors
- Assist Sustain Dane team with brainstorming program topics and design
- Communicate positively and effectively with the Sustain Dane community in ways that strengthen relationships and provide high quality customer service
- Support other work areas at Sustain Dane that align with your interests and skills

Partnerships & Fund Development 50%

- Develop and implement strategies to retain and engage current members, as well as growth in welcoming new members in coordination with Development and Partnerships Manager
- Organize, manage and analyze membership data in Wild Apricot (Personify) database. Assist in developing reports on membership renewal trends and areas for growth to workgroups and board.
- Input donations into Little Green Light and draft thank you notes
- Assist with creation, outreach and coordination of fundraising campaigns such as The Big Share and Year End Giving
- Work with Development and Partnerships manager to research and write grant applications for Sustain Dane programs
- Attend community and member events/programs

Submission: Applications will be reviewed on a rolling basis starting Tuesday, January 31 until the position is filled. Anticipated start date of March 1, 2023.

To apply, email your resume and cover letter to Lucia Hunt at lucia@sustaindane.org. Please include your name and "Program Coordinator" in the subject line and your name in the title of attached documents.