

Sand County Foundation Job Description

Position Title: Program Administrative Assistant
Position Location: Sand County Foundation's Madison, WI office
Employment Status: Full Time, hourly, non-exempt
Hourly Wage: \$20 - \$24
Reports to: Director of Finance and Operations

Organization Overview

Sand County Foundation (SCF) is a national 501(c)(3) non-profit organization working at the intersection of agriculture and environmental improvement. We research and demonstrate conservation strategies that make economic sense for landowners. Our Leopold Conservation Award program recognizes and promotes the stories of conservation-minded farmers and ranchers to inspire other landowners to consider conservation opportunities on their land. In 1967, SCF was built on the core ideas encouraged by Aldo Leopold, America's foremost conservation thinker. Leopold inspired private landowners to adopt what he called a land ethic—a personal responsibility to treat land, water, and wildlife with respect. Today, as most of the land in the contiguous 48 states is managed by farmers, ranchers and forestland owners, SCF is inspiring a growing number of them to ethically manage the natural resources in their care.

Position Summary

This position is for someone seeking an important role with growth potential within a dynamic mission-oriented organization. You will be called upon to provide critical administrative support to program and senior staff as a valued member of the operations team. This includes support for program and fundraising professionals, database management, and general administrative responsibilities. The ideal candidate will be a proactive problem-solver with attention to detail and the ability to handle multiple assignments with varying timetables, and have enthusiasm for our mission..

Duties and Responsibilities

1. Manage SCF's's database of donors by ensuring accuracy of gift and donor information. Attend monthly fundraising meetings with program staff to ensure the fundraising database is up to date. . Search for and continuously execute ways to enhance SCF's database use. Prepare and send gift acknowledgement letters to donors.
2. Serve as administrative point of contact with Leopold Conservation Award donors for the purpose of sponsorship renewals. Work closely with the program vice president to conduct outreach to donors for renewals, and invoicing.
3. Conduct research and basic donor prospecting in Foundation's database of potential funders.
4. Coordinate grant reporting by maintaining a comprehensive schedule of narrative and financial reports due to funders and communicating upcoming deadlines to program staff.

Document that reports are submitted on schedule to the funders.

5. Work with Director of Finance and Operations to submit timely and comprehensive payments requests for the Foundation's federal and other grant awards.
6. Perform other office management and program duties as assigned, including rollout of new computer applications and programs to staff. Coordinate equipment maintenance and liaise with outside vendors and building services.

Qualifications

1. Interest in conservation and/or agriculture
2. At least three years of relevant work experience
3. Eagerness to learn, ability to solve problems, and a positive attitude
4. Strong interpersonal, oral and written communication skills
5. Strong attention to detail and outstanding organizational skills
6. Demonstrated ability to proactively assist colleagues in a team environment
7. Applied computer and database management skills including proficiency with Apple computers, Google Suite, Adobe Acrobat and Microsoft Office Suite applications
8. Ability to exercise considerable judgment and discretion in completing assignments and managing confidential donor information
9. Candidates must be authorized to work lawfully in the US

Diversity and Inclusion

SCF is an equal opportunity employer committed to being a diverse, equitable, and inclusive workplace. We are committed to creating a workplace where people from all social identities and backgrounds feel welcome and can thrive. We believe that rich diversity makes us more innovative, competitive, and creative, which helps us better serve our sponsors, collaborators, and communities.

Compensation

SCF offers competitive compensation commensurate with experience and independently verified market comparables, and provides a generous benefits package. The anticipated hourly wage for this position will range from \$20 to \$24 per hour.

Application Deadline and Submission

Applications will be reviewed beginning October 1, 2026, but the position will remain open until filled. Submit a cover letter, resume, and contact information for three professional references to apply@sandcountyfoundation.org.

With this opportunity is the potential for growth; we encourage candidates to incorporate into their cover letter a statement explaining how their innovative ideas, personal strengths, and unique skillsets complement SCF's mission and program goals.

For specific questions regarding the position, please email Holly Perrotti, Finance & Operations Director at hperrotti@sandcountyfoundation.org.