



**Montanans for Safe Wildlife Passage: Coordinator**  
**Location: Flexible within Montana**

**Position: Coalition Coordinator**

Montanans for Safe Wildlife Passage (MSWP) is a coalition that advocates for innovative solutions to maintain habitat connectivity and provide safe passage for people, fish, and wildlife. A fiscally sponsored project of Social & Environmental Entrepreneurs (SEE) a 501c3 nonprofit, MSWP formed in 2011 to bring individuals and conservation groups together to advocate for innovative solutions to improve and/or maintain habitat connectivity across Montana roads and provide safe passage for people, fish, and wildlife. Our members include individuals who have been working on improving passage for wildlife and aquatic species for over 15 years, including research, monitoring, policy work, mapping, and on-the-ground projects.

MSWP seeks a Coordinator who is passionate about our mission. This individual will demonstrate leadership experience in coalition facilitation, nonprofit development, and engagement with diverse stakeholders. It is expected that candidates have experience in building durable relationships with coalition members, agency partners, and the broader public. The Coordinator will also have demonstrated success with fundraising from public and/or private entities, ideally both.

This is a 1-year part-time position (20 Hours week) with the potential to continue and grow, pending funding and a performance evaluation by the MSWP Steering Committee at the end of the employees' first year of employment.

**Salary:** \$30.70/hour, part-time (20 hours per week); part-time employees of SEE who work 20 hours or more per week are eligible to enroll in their retirement plan with Nationwide.

**Anticipated Start Date:** April, 2022

**Responsibilities/Duties**

Internal Coordination and Project Management: 45% time

1. Facilitate effective communication and information exchange among Coalition members and partners, via conference calls, listservs, and in-person meetings.
2. Schedule and facilitate Zoom calls and in-person meetings. Create meeting agendas, incorporating strategic planning needs, Coalition goals and Coalition development ideas. Take meeting minutes/notes during each call and distribute only in absence of Secretary.
3. Cultivate meaningful and strong working relationships among Coalition member organizations' representatives and partners.
4. Report to and work closely with the MSWP Steering Committee, who are ultimate decision makers. Decisions related to projects, grants, strategy, advocacy, and outreach efforts are achieved in coordination with the Steering Committee.
5. Create, maintain and update Coalition materials, including internal Coalition documents and membership lists. Guide the completion and production of final Coalition documents.
6. Maintain a timeline of key policy-related actions and comment deadlines and-organize and collect associated deliverables and ensure that appropriate and timely action is provided as needed.



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7. Manage any projects to ensure that the Coalition effectively produces and implements projects on time and on budget.

Coalition Development: 45%

8. Work with Project Director to manage Coalition's fiscal sponsorship, donor and funding database, and track Coalition funds.
9. Identify and take advantage of opportunities to raise additional funding from public and private sources to implement efforts, including but not limited to: the communications strategy, growing/extending the Coordinator position, and achieving strategic goals.
10. Lead in the development and submission of grant proposals and reports to support the work of the Coalition. Lead in working through logistics/competing interests between Coalition members – this will be completed on a grant-by-grant basis.

Coalition Public Outreach, Communication and Media: 10% time

11. Coordinate and integrate the coalition's outreach and policy-related activities with an emphasis on a communications and media strategy.
12. Outreach at public events and participate with agency/NGO meetings as face of MSWP.
13. Consider other outreach opportunities: TV, newspapers, magazines, radio, etc.

**Education & Experience:**

- Undergraduate degree in a relevant field required, graduate training preferred.
- 3-5 Years of experience working with agencies & diverse stakeholders (or graduate equivalent).
- Demonstrated ability to facilitate a diverse coalition required.
- Demonstrated fundraising ability to write successful grants and raise funds from public and private sources also required.
- Interest and experience in wildlife and transportation safety, road ecology, natural resource conflict resolution, human dimensions of wildlife management, and/or a similar field is a plus.

**Knowledge, Skills, & Abilities:** Familiarity with nonprofit structures, practices, and cultures; ability to work independently with minimal supervision; ability to organize, communicate (verbally & in writing), & prioritize effectively; ability to work dynamically and effectively in a rapidly changing and evolving coalition dynamic.

**Location:** This position is remotely-based, but location preference is within Montana

**How to Apply:**

Email pdf or word document of a cover letter explaining how your experience and interests make you the ideal candidate for the job and an up-to-date résumé or CV to [info@mtsafewildlifepassage.org](mailto:info@mtsafewildlifepassage.org) with "Coordinator" in subject line. Interviews will begin the first week of March and position will remain open until filled.



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