



Project Wingspan: Indiana & Illinois
Program Manager

PWII Program Manager (IN)

Pollinator Partnership (P2) seeks to hire a motivated and detail-oriented individual in Indiana to serve as PWII Program Manager (IN and IL) and State Coordinator for programming in IN. The Program Manager will serve as project lead on P2's Project Wingspan: Indiana & Illinois (PWII), a collaborative pollinator habitat initiative with numerous partners across a 2-state region (IL, IN). PWII is a multi-component project to address the alarming decline in pollinators and the fragmentation of habitat through seed collection, technical training, and enhancing and securing long-term habitat. This project is an expansion of Project Wingspan: Landscape Enhancement for Imperiled Pollinators of the Midwest (PW), Project Wingspan: Expansion and Connectivity (PWEC), and Project Wingspan: Agricultural Lands, and is a part of Pollinator Partnership's wider Monarch Wings Across America program.

Primary Duties and Responsibilities

This position is primarily office-based and requires computer and internet access. The Program Manager is responsible for the following duties and others as assigned:

- Lead and collaborate with other P2 staff and program partners to develop and manage the temporary seed collection network in Indiana and Illinois
- Manage 1 State Coordinator (Illinois)
- Promote seed collection training and volunteer opportunities
- Identify, assemble, and track seed collection teams
- Manage database of pollinator habitat sites developed through previous Project Wingspan programs
- Oversee the planning and carrying out at least 8 live virtual training events (4 in each state)
- Assist team leads to identify collection sites and obtain permits for collection events
- Provide technical support through in-person habitat consultations with landowners
- Communicate with team leads on all matters related to seed collection (events, shipments, etc.)
- Manage the distribution of plant materials within the project states
- Track and share pollinator habitat resources across the project states
- Manage time efficiently and work independently
- Organize and manage travel within a set budget
- Lead monthly project planning and check-in calls
- Collaborate with P2's Director of Bee Friendly Farming (BFF) to engage existing BFF's in Illinois as well as support the BFF program in reaching new farms with the aim of increasing enrollment
- Leverage P2-NRCS partnership to promote PWAL/NRCS efforts within each other's networks

Personal and Professional Qualifications

The State Coordinators should possess the following minimum qualifications:

- Degree in natural resource management, biology, botany, ecology or related field

- Experience in conservation partnerships, pollinator habitat restoration, volunteer management, and technical training highly preferred
- Excellent interpersonal skills
- Strong planning and implementation skills
- Excellent written and oral communication skills and ability to communicate directly with volunteers and landowners
- Dependable, well-organized, and detail-oriented
- Should be comfortable working outside, willing and able to work across various habitat settings
- Computer literate (MS Office programs)
- On a rare occasion, multi-day travel may be required
- Valid driver's license and clean driving record
- As a remote employee, individuals will need computer access and a work-space

Grant Deliverables

- 2,000 acres under improved management
- 5,000 milkweed (*Asclepias* spp.) seedlings propagated
- 5,000 non-milkweed nectar plant seedlings propagated
- 25 lbs of milkweed (*Asclepias* spp.) seed collected
- 20 lbs of non-milkweed nectar plant seed collected
- 460 people reached
- 13 workshops, webinars, and/or meetings held
- 8 live virtual seed collection training events

About Pollinator Partnership

Pollinator Partnership (P2) is a not-for-profit organization whose mission is to protect and restore populations of pollinator species. As the world's largest organization devoted exclusively to the preservation of birds, bees, butterflies, beetles, and bats, P2 plays a key role in preserving terrestrial ecosystems, promoting agricultural productivity, and enhancing local communities through pollinator-centered work. P2 has been actively supporting the conservation and protection of pollinators throughout North America since 1996. A multifaceted approach using original science; habitat preservation and creation; policy outreach; and public education has helped us achieve our goals in pollinator conservation. For more information, visit www.pollinator.org.

Location: Indiana (will work remotely)

Deadline to apply: Friday, January 1, 2023.

Compensation: This is a 70% FTE position compensated at \$36,400/yr. This position includes a generous benefits package: twelve paid holidays, paid time off, paid health, vision, life, and dental insurance, option to participate in a retirement program, and a flexible work environment. Travel, lodging, mileage, and per diem expenses will be reimbursed, but are not to exceed a set amount.

Duration: This position will begin around March 2023, negotiable.