Title: **Program Manager**

Reports to: Executive Director

Status: Exempt

Position type: Full-time

About the Belwin Conservancy

Located in Afton and West Lakeland Township, The Belwin Conservancy is only 15 miles from downtown Saint Paul. Its 1,364 acres of permanently protected lands are unique and include woodlands and forest, restored and remnant prairies, oak savanna, ponds, streams, marshes, and a floating bog.

The Belwin Conservancy works tirelessly to protect and restore the native plants, animals and natural systems on its property. Founded in 1970 on 225 acres as a cooperative program with Saint Paul Public Schools, over 500,000 students (approx.10,000 students each year) have visited and experienced those 225 acres as part of their grade school science education. Belwin’s property allows for discovery and the development of new knowledge. Belwin sees its mission as providing a place and experience where people find new connections to nature and one another by virtue of their interest and engagement with the outdoors. It is also on the verge of launching a major new program engaging the arts as a method to teach about the natural world and conservation in general.

Summary of Position

The Program Managerwill lead the organization into its next phase of programmaticgrowth. In the past the program initiatives at Belwin have been structured where Belwin provides the land and a partner provides the program. The Board had determined that Belwin is readyto develop and launch a new program focused on the arts that will utilize the natural world to engage new participants, and offer an environmental/conservation message as an integral part of the experience. This is a perfect opportunity for an enthusiastic and motivated entrepreneur and manager interested in the intersection of the arts with the natural world to create something unique and cutting edge. The ideal candidate will be able to work independently and take initiative, yet work withand develop a team to create new programs and expand the organization’s existing programs with the artsbecoming a significant element. This will likely also involve new interdisciplinary collaborations, and partnerships with cultural, scientific and environmental organizations in addition to Belwin’s own captive programs with the public schools, soccer clubs and The Phipps Center for the Arts. This is an exceptional chance for someone with a long-term view to create a strong program basefor an organization poised to expand its impact and increase its visibility.

Essential job functions

* Lead the organizations efforts in developing a cutting edge, multifaceted, art and nature program and business plan.
* Utilize the art and nature theme to expand existing partnershipsand programs so that they all integrate the arts into their programs
* Employ creative and entrepreneurialthinkingforpublic programming and audience engagement.
* Represent the organization publically among artists, partner organizations, peers in the field, funders and the community at-large.
* Serve as a key member of the leadership team.
* Develop and manage program staff and program budgets.
* Work collaboratively with other staff within Belwin Conservancy.
* Assist in the fundraising and friend-raising to provide the financial resources for Belwin’s programs.
* Serve as a key liaison to a program committee, nominators, panelists and other individuals who are part of Belwin Conservancy’s community.

Responsibilities include but are not limited to:

*Art in Nature Program* (60%)

* The overall vision, development, and implementation of the art and nature program components, building on the existing plan in place for this program.
* The integration of art and nature concepts into all Belwin’s existing programs.
* The overall vision, development, selection process and implementation of an artist-scientist-educator in-residence program.
* The overall vision, development, and implementation of a commissions program including artists selection, project management, production and presentation, and audience engagement.
* Development of a business plan (both expense and revenue) to build and sustain an arts and nature program and assist in the fundraising to accomplish this plan.
* Create and manage panel review system and serve as primary liaison in recruiting panelists and jurors’selection of art for permanent and temporary installations.
* Serve as primary liaison to a program committee, recruit and recommend members for the Board of Directors and the to-be-developed art and nature Advisory Council.

*Public and Member Programs and Audience Engagement*(Art and Nature, Astronomy, Athletic fields, Bison, Education, Research, Restoration) (20%)

* The overall vision and implementation of all public and member programs including exhibitions, workshops, walks, talks, works in progress showings, and off-site presentations.
* Envisioning and implementing a clear, robust and engaging year-long season of programs that attract and engage public and member audiences and are in line with Belwin Conservancymission.
* Working closely with the executive director, communications manager and marketing and outreach committee to develop and implement audience engagement strategies as well as communications and marketing plans for the programming so that they relate to all program-related activitiesconducted at or on behalf of Belwin Conservancy.
* Work closelywith artists, scientists etc., as appropriate, to ensure maximum visibility and exposure for artists, scientists etc. and Belwin Conservancy.
* Ensure that programs are rooted in models that reflect best practices of the field and rooted in the best available science and community partnerships models.
* As part of programming, ensure that Belwin provides a corresponding environmental interpretation for any work that is created or presented here. This is critical to strengthen the connections both between art and nature and community building through the arts and Belwin Conservancy. These interpretations should also be based on best practices (best available science, community engagement models) and be of the highest quality with the potential for high impact on the participants.
* Work closely with and helping to recruit members for the Outreach and Marketing committee and other committees as they are developed and is appropriate.

*Administration and Leadership* (20%)

* Oversee program department and hire and supervise program staff, partnerships and interns.
* Ensuring that all department members adhere to organizational policies and procedures.
* Oversee careful adherence to income and expense budgets.
* Serve as a key connector between the programs and vision of the organization and their successful coordination with fundraising, communications and operations staff.
* Serve as a key member of the leadership team that sets the tone and culture of the organization.
* Represent and advocating for the overall wellness of the institution; Modeling behavior and organizational core competencies to all staff.
* Represent the organization internally and externally including amongst our donor communities, peer organizations and professional associations

Experience, education and skills required

* Minimum six years of program management experience, including direct experience designing and implementing arts and science programming for multiple constituencies.
* Curatorial and public programming experience, in particular with an artist-centered and/or contemporary art contextat the local, national, and/or international level.
* Ability to work both independently and as part of a team.
* Ability to initiate and nurture relationships with a variety of people from different backgrounds and fields including but not limited to scientists, artists, students, and members.
* Excellent organizational, administrative and computer skills (Microsoft Office suite, social media etc.).
* Experience in cultivating donors and raising funds.
* Excellent oral and written communication skills.
* Bachelor’s degree required. MA preferred.

Physical requirements

* Employee needs to be able to sit for extended periods of time. Employee must be able to manage events, which includes occasional lifting and moving of equipment and furniture.
* Due to our location, employee must drive and have a vehicle

Apply to:

Belwin Conservancy

1553 Stagecoach Trail South

Afton, Minnesota 55001

Or online to: jobs@belwin.org

Belwin Conservancy is an Equal Opportunity Employer and offers a competitive salary and benefits package.

*Inspiring our connection to the natural world*