



Position Announcement for Executive Director

The Eaton Conservation District (ECD) is seeking a dynamic Executive Director who will promote responsible natural resource and land use management in Eaton County. This individual should have proven managerial skills, strong communication skills, and the ability to develop and administer budgets. Qualified applicants should possess a bachelor's degree or equivalent experience in natural resources, business, education or a related field, and must pass a background check.

JOB STATUS: Eaton Conservation District employee. Full-time position.

JOB DESCRIPTION: The Executive Director reports to the Board of Directors and is responsible for the district's consistent achievement of its mission and financial goals, as well as the day-to-day operations of the district. The primary workplace is at the USDA Service Center, 551 Courthouse Dr., Charlotte, Eaton County, Michigan. The ECD office is co-located with NRCS and this strong organizational relationship generates a fun and busy workplace. Schedule will typically be Monday through Friday, 8 am to 4:30 pm, but events may require flexibility, including the occasional need to work evenings or weekends, and overnights for MACD conferences.

DUTIES:

Office Operations

- Ensures daily and overall implementation of ECD priorities.
- Compiles background information to facilitate the decision-making and policy-making functions of the Board.
- Hire, manage, and supervise staff.
- Maintains accurate financial records and performs basic accounting procedures regarding district budgets and funds.

Interacts with local, state and federal agencies and local groups:

- Assesses the need for conservation activities within the district and recommends actions and programs to meet those needs.
- Forms and maintains a cooperative relationship with the NRCS District Conservationist, natural resource agencies, local landowners, and other entities working in partnership with the district.

Develops plans of work, budgets and staffing needs

- Prepares the annual plan of work and proposed budget for and with the Board.
- Determines staffing needs and develops job descriptions.
- Develops a five-year resource needs assessment and reports on district progress toward its outlined goals.
- Implements the approved annual plan of work.

Grant Management:

- Seek, apply for and manage grants that help the organization achieve its mission.
- Administers and provides fiscal oversight for all district projects.
- Produces reports on project activities and accomplishments.

Develops public information programs

- Initiates and directs a public information program through individual contacts, media exposure, newsletters and public appearances at civic groups, public schools, youth groups and service clubs as appropriate.
- Oversees newsletter, brochure and other publication design, publication and distribution.
- Represents the district appropriately at meetings with agencies and citizen groups.
- Responds to questions from the public on resource-based issues.

Maintains records, reports and minutes

- Prepare and submit reports to grantor(s) as required to maintain operations and grant agreements.

- Maintains district bookkeeping and budgeting records and accounts.
- Participate in operational reviews with the Michigan Dept. of Agriculture and Rural Development.

Board of Directors:

- The Eaton Conservation District Board of Directors oversees the District Manager.
- Serve as a liaison between staff and Board of Directors
- Prepare monthly board meeting packets for the Board of Directors and attend monthly board meetings.
- Organize and facilitate the Annual Meeting and Election.

QUALIFICATIONS:

- A Bachelor's degree or equivalent experience in natural resource and/or education, business-related fields.
- Public speaking and presentation skills and comfort with groups of different sizes.
- Clear, concise communication skills.
- Experience with basic accounting principles and practices.
- Working understanding of basic natural resource principles.
- Computer skills including Office and QuickBooks.
- Ability to research, compile and distribute information.
- Ability to manage complex projects independently.
- Efficiency in organizing and completing multiple tasks.

Skills and Abilities:

- Excellent work ethic
- A passion for conservation agriculture and natural resources.
- Excellent organizational, written and verbal communication skills, including public speaking.
- Exhibit excellent social and interpersonal skills: relate effectively to diverse clientele.

Compensation:

- Salary is based on qualifications and will start at \$22.00-\$24.00 per hour. Benefits include paid federal holidays, vacation and sick leave allotment and a fringe benefit of \$5000.00 per year.
- A \$35/month stipend for personal phone use.
- Personal vehicle use will be reimbursed at the IRS mileage rate.

To Apply:

- Position is open until filled. Provide a cover letter, resume, and three references by Monday, August 22, 2022, 4:30 pm. Submit application packets via email to Sue Spagnuolo at eatoncd@macd.org . Please list 'Executive Director application' in the subject line. If you have questions, contact Sue Spagnuolo via email at eatoncd@macd.org. Preferred start date is the end of September, 2022.

CONDITIONS OF ANNOUNCEMENT – The Eaton Conservation District reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

EQUAL EMPLOYMENT OPPORTUNITY – Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status.