**Kentucky Association of Conservation Districts (KACD)**

**Job Description and Duties**

**Executive Director**

**Report to:**  KACD Executive Committee

**Summary:** The KACD Executive Director is responsible for implementing KACD policy & recommendations and the day to day operations of the organization. This is a part-time contractual position which reports to the KACD Executive Committee but serves all KACD members. Incumbent will provide monthly activity and time reports.

**Duties:** Conduct the day to day operations of KACD as prescribed below.

The primary focus of all duties will be on consolidated issues affecting all of Kentucky’s one hundred and twenty-one local conservation districts and watershed conservancy districts as a whole.

Working with KACD Treasurer and Bookkeeper prepare and manage the operating budget, providing financial reports at quarterly Board of Director’s Meetings, reports at KACD Annual Meeting, and upon request by Executive Committee. Attend all KACD meetings and functions. Represent KACD, as requested, at various meetings and events.

Plan and coordinate all KACD meetings and functions including Board Meetings, Legislative Receptions, partnership meetings, Spring Area Supervisor Meetings, Committee Conference Calls, Congressional visits by Executive Committee members, and other assigned meetings. Negotiate all meeting contracts and solicit convention hotel bids. As requested, make travel arrangements of KACD Executive Committee and others when attending official functions. Take the official minutes of the KACD Board of Directors’ meeting and Convention Business Session.

Develop and maintain strong working relationship with the Kentucky General Assembly and its staff members, Kentucky Congressional members and their staff, the Governor’s Office, the Energy and Environment Cabinet (with emphasis on the Division of Conservation), the Department of Agriculture, the Governor’s Office of Agricultural Policy, the Department for Local Government, and federal agencies (with emphasis on the USDA, NRCS and EPA), the Kentucky Association of Conservation Districts Employees (KACDE), the National Association of Conservation Districts, the media, and other organizations and entities engaged in matters of interest to KACD.

Process all correspondence for KACD and direct communications to keep members informed of all current and ongoing issues and activities pertinent to KACD.

Attend legislative sessions, hearings, and meetings as necessary to educate and inform for KACD. Track issues of interest to KACD involving statute changes, rule-making, or changes in program guidelines and implementation that impact conservation districts. Track legislation that might impact the conservation district program and communicate these issues to KACD membership. Track and solicit nominations for various boards and commissions that KACD is represented. (AWQA, KHLCB, Nature Preserves, WMWG, etc.)

Develop and implement fundraising activities and pursue grant opportunities that compliment KACD and Partnership initiatives. Complete all deliverables required by agencies assisting KACD in funding of activities.

Other duties as prescribed by the KACD Executive Committee.