



Job Description for the **Indiana Association of Soil and Water Conservation Districts Executive Director**

Introduction

The Executive Director is the chief administrative officer of the Indiana Association of Soil and Water Conservation Districts (IASWCD) and as such shall be in charge of the day-to-day operations and organization, supervision of the office operations and staff of the association. In that capacity, the executive director will develop and maintain a strong working relationship with Indiana's 92 Soil and Water Conservation Districts (SWCDs).

Duties

The duties outlined below (I – VII) will be carried out under the direction of the IASWCD president and board of directors:

I. Work with the IASWCD president and board:

- a.** Plan and coordinate board meetings, executive committee meetings, and IASWCD committee meetings as scheduled.
- b.** Plan training on leadership development, communications and other board development skills for IASWCD officers, board members and staff on an ongoing basis.
- c.** Coordinate the development, maintenance and implementation of the Association's annual plan of work and long range plans in cooperation with the Board.
- d.** Evaluate and identify issues facing member Districts, the IASWCD Executive Committee and IASWCD Board.

II. Coordinate with the IASWCD's legislative efforts at the state and federal level:

Under the direction of the IASWCD President and Legislative Committee by way of the Board of Directors:

- a.** Selection of a lobbyist to represent the Association in the Indiana General Assembly.
- b.** Setting the Association's legislative goals for the state legislature.
- c.** Directing the Association's lobbyist activities during the legislative session and throughout the year.
- d.** Working with Indiana conservation partners and government agencies to achieve legislative goals.
- e.** Working with members of the Indiana State Legislature and Congress, and their staffs.
- f.** Monitor legislative activities of the Indiana General Assembly and the United States Congress with respect to issues of interest to Districts;

III. Develop and maintain a strong working relationship with:

- a.** Indiana Conservation Partners
 - i.** Indiana State Department of Agriculture's (ISDA) Division of Soil Conservation and the State Soil Conservation Board
 - ii.** Current leaders of Indiana state government, specifically the governor and lieutenant governor (as Secretary of Agriculture and Rural Development), and the current director of the ISDA.
 - iii.** Other members of the Indiana Conservation Partnership: and other conservation partners.
- b.** Agriculture and Conservation groups, etc.
 - i.** i.e. Indiana Farm Bureau Inc., Indiana Soybean / Corn Growers, Indiana Beef Cattle & Pork Producers Assns., Indiana Ag Nutrient Alliance, etc.
 - ii.** i.e. The Nature Conservancy, Ducks Unlimited, Pheasants Forever, etc.
 - iii.** National Association of Conservation Districts (NACD)/NACD North Central Region
 - 1.** Establish and maintain a good working relationship with NACD chief executive officer, and the elected leadership of the NACD.
 - 2.** Establish and maintain a good working relationship with the NACD North Central Region officers and staff.
 - 3.** Establish and maintain a good working relationship with the NACD North Central Region state association executive directors.
 - 4.** Attend meetings of state association executive directors on a region and national basis as they are scheduled.
- c.** Conservation Cropping Systems Initiative
 - i.** Serve on Oversight Committee per CCSI by-laws.
 - ii.** Supervise CCSI Director.
 - iii.** Monitor the expenditure of all grant funds to ensure that terms and conditions of each grant are met.

IV. Assist with planning and coordination of IASWCD events:

- a. Annual Conference
 - i. Supervise the Association's meeting planning consultants to negotiate the hotel contract, guarantees for sleeping rooms, food and beverage for all events at conference, audio-visual needs, training room requirements, conference budget, conference registrations, and on-site (during) conference arrangements.
 - ii. Coordinate an annual sponsorship program to raise revenue for program and scholarships.
- b. Education and Conservation Programs
 - i. Oversee the implementation of various award programs such as: Conservation Farmer of the Year, Friend of Conservation, River Friendly Farmer, etc.

V. Supervise IASWCD staff:

- a. Hire staff or contract services as needed
- b. Provide performance reviews annually for staff.

VI. Grant Development and Administration:

- a. Pursue funding opportunities including grants from agencies and foundations. Prepare grant applications. Oversee the preparation of all grant applications prepared by staff members.
- b. Monitor the expenditure of all grant funds to ensure that terms and conditions of each grant are met.

VII. General Public:

- a. Represent the Association in public appearances to inform the public of the purpose of the IASWCD, its programs and the programs of its members.
- b. Represent the Association at various meetings, hearings, conferences, forums, workshops and conventions which may necessitate travel and/or overnight accommodations.

VIII. Perform other duties as assigned by the President and Board of Directors.

Skills, Knowledge, Abilities and Experience Required

- Knowledge of state and national natural resource and conservation programs and issues.
- Knowledge of and interest in directing the legislative activities for a nonprofit organization at the state and federal levels.
- Board leadership development training and meeting facilitation skills.
- Fostering and maintaining cooperative working relationships with traditional and non-traditional conservation partners.
- Meeting and event planning coordination.
- Strategic planning to reach organizational goals.
- Fiscal management.
- Ability to manage and develop office functions.
- Flexibility and versatility.
- Work independently and initiate efforts when needs arise.
- Grant writing and fund administration.
- Personnel management.

Supervision

The Executive Director shall be under the supervision of the IASWCD president and board, but shall exercise individual initiative and wide latitude in implementing IASWCD policies and programs. The president and appointed representatives from the board will evaluate the performance of the incumbent on an annual basis.

Qualifications

Minimum education: Bachelor degree preferably in a field that relates to the responsibilities of this position such as agriculture, natural resources, environmental management, or non-profit management with work experience in natural resource related programs.

Benefits

A benefit package is available and will be negotiated depending on individual needs.

Salary

Salary range is \$60,000 - \$75,000 and will be negotiated based on qualifications and experience.

Email cover letter, resume and 3 references to:

Electronic copies only to executivedirectorsearch@iaswcd.org

Deadline

Close of business: **Friday April 6, 2018 or until position is filled**