



Montana Association of
Conservation Districts

MONTANA ASSOCIATION of CONSERVATION DISTRICTS

We're growing Montana's future.

1101 11th Ave, Helena, MT 59601 | 406-443-5711 | www.macdnet.org

Position Description for MACD Executive Director

Application Deadline: May 1, 2018; position to remain open until filled.

Location: Helena, Montana

Preferred Start Date: June 2018

Overview:

The Montana Association of Conservation Districts (MACD) is currently seeking to hire an Executive Director. This is a full-time position and is located in Helena, Montana.

MACD is a 501(c)4 nonprofit organization that represents the interests of Montana's 58 conservation districts and over 400 non-paid, non-partisan elected or appointed supervisors. MACD is governed by a board of 18 directors made up of conservation district supervisors from across the state and is primarily funded through membership dues from conservation districts. MACD serves as a collective voice for conservation districts by providing leadership, advocacy, and education opportunities, and by protecting and advancing locally-led conservation programs.

In addition to serving as the Executive Director of MACD, this position also serves as the Executive Director of MACD's sister organization, the Soil and Water Conservation Districts of Montana (SWCDM). SWCDM, a 501(c)3, serves conservation districts and landowners through capacity building and conservation programs by securing and administering grants and agreements. Additionally, SWCDM co-owns and co-manages a 140 acre farm and research property located near Bridger, Montana with the Wyoming Association of Conservation Districts. This property is leased to the Natural Resources Conservation Service and is operated as a Plant Materials Center for the region. The Executive Director position is an employee of MACD.

The Executive Director is responsible for providing leadership and overall management of the organization. This includes communication with conservation districts and partners, legislative duties, representing conservation districts at a variety of events, and the administration and management of daily operations. Duties are more specifically described below.

Core Responsibilities

Administrative:

- Assist in the development and implementation of MACD's 2018 strategic plan guiding the roles of the Board of Directors, staff, and partner relationships in our effort for Montana's districts to be the leading voice for locally-based conservation.
- Assist the board in developing organizational efficiency, including handling resolutions, organizing committees for member participation, and developing processes for updating and reviewing MACD and SWCDM operating documents (bylaws, process documents, policies, etc).

- Plan and coordinate all MACD meetings and functions including board meetings, legislative receptions, area meetings, conventions, and other functions as assigned.
- Establish and maintain positive relationships with member districts and partners, including the Natural Resources Conservation Service (NRCS), the Montana Department of Natural Resources and Conservation, and other relevant federal, state, and nongovernmental organizations.
- Provide financial management of MACD and SWCDM, in coordination with board, treasurer, and staff. Financial responsibilities include ensuring proper fiscal analysis and implementation of best management practices/policies, development of annual budget, and management of income and expenditures.
- Provide day-to-day administrative duties associated with MACD/SWCDM, supervision of staff and consultants, and adherence with best management practices for 501c4/c3 organizations.

Legislative:

- Develop a legislative presence based on building rapport with key legislators, providing guidance to districts to build a larger legislative effort; develop an understanding of the state budgeting, and legislative processes.
- Attend legislative sessions, hearings, and meetings as necessary to track issues important to conservation districts. Track issues of interest involving statute changes, rule changes, or changes in program guidelines that will impact conservation districts.
- Work with the board and CD membership to communicate impacts of legislation on conservation districts or to support legislation as needed.
- Secure and lobby for the financial resources needed by conservation districts to effectively carry out mandated duties.

Communication:

- Establish and maintain effective communication among conservation districts through regular updates, website development, social media, meeting attendance, and other means to keep members informed of current and ongoing issues and activities of MACD.
- Establish and maintain effective communication with outside organizations through meeting attendance, newsletters, social media, website development, and other means.

Programmatic:

- Support and provide guidance to board and staff on current and future programs coordinated through both MACD and SWCDM, including support of the Bridger Plant Materials Center.
- Develop and maintain positive relationships with program partners and funders.

Additional tasks may be assigned based on prioritization of the strategic plan.

Qualifications

The following qualifications are mandatory to the position:

- Education: Bachelor's degree in Natural Resources or comparable field, Public or Business Administration, Communications or closely related field. Equivalent work experience may be considered in lieu of or substitute in part for this education requirement.
- Experience working with a board (preferably nonprofit), council, and/or elected officials.
- Ability and willingness to work outside of standard office hours (i.e., 8am-5pm) when needed. Many district meetings and board and partner conference calls, at least three a month, are held outside of standard office hours.
- Ability and willingness to travel to conferences, workshops, site visits, and training

sessions away from the office 2-4 days/nights a month with two solid weeks of travel around the state for Area Meetings and one week for the convention.

- A valid motor vehicle driver's license, which must be maintained during employment. Use of personal vehicle may be required for travel at times, and will be reimbursed for mileage at the current federal rate.

Required Knowledge, Skills, and Abilities:

- Ability to communicate clearly and effectively with conservation districts, board, office staff, landowners and partner agencies.
- Self-starter, self-directed, and hardworking.
- Strong written communication skills and demonstrated skill in public speaking and proficiency in the use of standard office software and social media.
- Ability to establish working relationships with a wide variety of people from differing backgrounds.
- Sound financial management as evidenced by experience and/or education.
- Ability to see the big picture, yet be mindful and diligent of the details.
- Ability to plan, organize, define tasks and meet deadlines, providing proven ability to direct organizational efforts to accomplish objectives, programs, and projects within established time frames and budgets.
- Experience in team planning and organization of events.
- Ability to increase organizational leadership capacity and financial stability.
- Proficiency in basic computer programs and ability to learn new systems.
- Knowledge of the principles of natural resource management and preferably natural resource leadership experience.
- Experience with Montana natural resources, rural Montana, and local government issues.
- Positive attitude, teamwork mentality, and solution-oriented mindset.
- Ability to understand current scientific findings and policies and distill information in an accessible way for the board and districts while also understanding implications for districts and MACD policy positions.
- Highest level of professional and personal integrity.

Salary and Benefits: This is a salaried, full-time position with a range of \$45,000-\$60,000 in annual compensation, depending upon experience. The employee benefit package includes 10 paid holidays, annual and sick leave, a wellness stipend, AAA membership, a cell phone stipend, and a retirement plan.

To Apply: Send a resume, three references with contact information, and responses to the following questions to: [hiring@macdnet.org](mailto: hiring@macdnet.org) by Wednesday, May 1st at 5 p.m. MDT for initial consideration. Position shall remain open until filled.

Questions: Please provide a written response to each of the following questions:

- What techniques or lessons learned can you bring to MACD in terms of working for/leading a board, 58 conservation districts, and staff?
- What role do you see Conservation Districts playing in response to recent drought and associated impacts, for example: fire, water availability, etc.?
- What conservation challenges do you see facing MACD and member districts in the next 10 years?

MACD and SWCDM are equal opportunity employers.