



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: 26th July 2019; position to remain open until filled.

Location: Helena, Montana

Preferred Start Date: OPEN

Overview:

The Montana Association of Conservation Districts (MACD) is currently seeking to hire an Executive Director. Depending on the experience, talents, and needs of the successful candidate, this position could be from ½ time to a full time position. It is located in Helena, Montana. Every other year, in odd numbered years and from January through May, the position will need to be full time to meet the needs of the biennial legislative sessions.

MACD is a 501(c)4 nonprofit organization that represents the interests of Montana's 58 conservation districts. The districts are comprised of over 450 non-paid, non-partisan elected or appointed supervisors and their staff. 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.

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.

SPECIAL NOTE: The Executive Director works very closely with 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.

Core Responsibilities

Administrative:

- Assist in the 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 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, 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, supervision of staff and consultants, and adherence with best management practices for a 501(c)(4) organization.

Legislative:

- Develop a legislative presence based on building rapport with key legislators, providing guidance to districts to build local legislative relationships; 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 district 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 Agriculture, 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 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 position with a range of \$45,000-\$60,000 in annual compensation, pro-rated if the successful candidate works less than full time, and depending upon experience. The employee benefit package includes 10 paid holidays (prorated), annual and sick leave (prorated), 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: hire@macdnet.org by Friday 26th August 2019 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 is an equal opportunity employer.