



JOB VACANCY ANNOUNCEMENT

District Programs Specialist

Location: Helena, Montana

Anticipated Start Date: Within two weeks of offer (negotiable)

Position Type: Permanent, Salaried position (40hr/week)

Compensation: Salary \$55,00 to \$60,000 plus benefits

Application Deadline: Priority Review begins Oct 9, 2026

We will review applications as they are received

Overview

This Montana Association of Conservation Districts (MACD) position is part of a statewide effort to serve the interests of Montana's 58 Conservation Districts. MACD is a nonprofit organization with programs to promote local, common-sense conservation. A crucial function of MACD is to connect with districts to evaluate needs and identify opportunities to improve or expand programs, funding opportunities, and MACD's broader strategy. This position supports NRCS partner positions in rural Montana communities, including expanding Regenerative Agriculture efforts, assisting district efforts to lead Local Working Groups, and development of community outreach projects. In collaboration with districts, resources and training initiatives may also be developed to guide internal program development.

The successful applicant is friendly, confident, detailed oriented, motivated, and creative. This is a permanent position at 40 hours per week; please note your preferred work schedule and arrangements in your application materials. This position involves significant travel throughout the state of Montana. Applicants must be able and willing to drive to remote locations.

Core Responsibilities

GRANT ADMINISTRATION

- **Administers MACD's grant programs** through NRCS, DEQ, and private foundations, ensuring that all deliverables for the programs are met. This responsibility includes ensuring that programs work synergistically within Conservation Districts and that partner needs are being met.
- **Assist in the implementation of current MACD programs** through project planning and implementation guidance, project tracking, coordinating participants, subrecipients, contractors, districts, funders, and partner organizations.
- **Complete grant evaluation** to identify needed changes for programming and report to funding agencies.
- **Assist with identifying and applying** for grant funding to support MACD's strategic vision.

DISTRICT PROGRAM DEVELOPMENT

- **Identify opportunities for program development-** In collaboration with districts, NRCS partner positions and the MACD board, foresee further expansion of initiatives such as Regenerative Agriculture; Conifer Encroachment; Fuels Mitigation; Pollinator Habitat; and other district identified programming.

- **Training and Resource Development** - Collaborate with the MACD Communications Specialist and the Events & Outreach Coordinator to develop holistic training programs for CD Supervisors and staff members, including assisting districts with identifying funding opportunities to support program development.

PARTNERSHIP DEVELOPMENT & COMMUNICATION

- **Manage key relationships** with agencies, funders, conservation organizations, district staff, supervisors, and other statewide partners.
- **Partner collaboration on statewide education and outreach activities** for conservation districts.
- **Assist directing education, outreach, and training subcommittee** to achieve MACD's outreach and education goals.
- **Support NRCS staff** in coordinating program implementation among a diverse array of conservation partners
- **Identify partner entities** for delivery of conservation programs related to grazing lands, water, soil health, wildlife, forestry, and community agriculture through subawards.
- **Communicate** program opportunities and outcomes to districts, partners, the board, and funders

Qualifications

- Education: Bachelor's degree in natural resources, environmental science, or comparable field preferred; *Equivalent work experience will be considered in lieu of or substitute in part for the bachelor's degree.*
- Experience with administering grant programs.
- Ability and willingness to work outside of standard office hours (i.e., 8am-5pm) when needed.
- Ability and willingness to travel to events and meetings; Up to 10% of the position is travel-based.
- A valid motor vehicle driver's license, which must be maintained during employment. Use of personal vehicles may be required for travel at times, and will be reimbursed for mileage at the current state rate.

Required Knowledge, Skills, and Abilities

- Ability to communicate clearly and effectively both orally and in writing with conservation districts, board, office staff, landowners, and partner agencies. Ability to establish working relationships with a wide variety of people from differing backgrounds.
- Must be a self-starter, have a positive attitude, be teamwork and partnership-driven, and have a solution-oriented mindset. Demonstrate the highest level of professional and personal integrity.
- Detail oriented, with the ability to plan, organize, define tasks, and meet deadlines.
- Proven ability to direct organizational goals to accomplish objectives, programs, and projects within their time frames and budgets.
- Experience utilizing technical Natural Resource knowledge and research to provide guidance on methods used in conservation projects

Preferred Skills

- Experience working within a Conservation District and/or with NRCS programs
- Experience delivering and evaluating programs similar to MACD's *Ranching for Rivers* program.

Compensation

Wage/Salary - Salary (40hr/wk) \$55,000-\$60,000 depending on experience.

Benefit package - 10 paid holidays, annual sick and vacation leave, a health plan OR wellness stipend, disability

insurance paid entirely by MACD, 8% retirement contribution, a work phone OR cell phone stipend, and a flexible work environment.

To Apply

- Send a **cover letter** indicating your interest, a **resume**, and **three references with contact information** to hiring@macdnet.org.

The requirements listed in this job announcement are guidelines, if you meet 70% of these qualifications, we encourage you to apply. Other job experience and skills will be considered, and some on-the-job or professional training can be provided.

QUESTIONS?

Email hiring@macdnet.org or call [406-443-5711](tel:406-443-5711).

For more information about MACD, visit: www.macdnet.org.

MACD is an equal opportunity employer.