

CONSERVATION LEADERSHIP OPPORTUNITY

Position Description Executive Director

The Washington Association of Conservation Districts (WACD) seeks an Executive Director to support the state's 45 conservation districts and 225 local conservation district supervisors. WACD is a voluntary, non-partisan and non-governmental, [501c (6)] association. WACD's vision is to protect and conserve natural resources for future generations. Our mission is to serve as the collective voice of conservation districts, and to advance the purposes of conservation districts and their constituents by providing leadership, advocacy, representation, influence, information, and products and services, and by protecting and advancing the locally-led principle.

The Executive Director position is full-time with annual compensation in the range of \$80,000 – \$110,000, commensurate with skills and experience. This is an exempt position. Direct supervision is provided by the WACD Executive Committee via the President. The primary association office is located in Olympia, WA with additional WACD staff in Bow, WA at the Plant Materials Center.

POSITION SUMMARY:

The Executive Director is solely responsible to provide overall leadership of daily operations and management of the organization. Responsibilities include, but are not limited to:

- Serve as the primary spokesperson for and face of the Association
- Provide effective and timely membership communication and support.
- Engage with conservation district supervisors statewide.
- Work with Staff, the Executive Committee and Board of Directors to develop an annual budget and program of work.
- Ensure that the policies, directives and programs authorized by the Board of Directors and overseen by the Executive Committee are carried out.
- Monitor and enforce provisions of any and all contracts with person who contract with the Association for specified purposes.
- Maintain positive relationships with the Washington State Conservation Commission (WSCC), Natural Resources Conservation Service (NRCS), Washington Association of District Employees (WADE), and other WACD partner organizations.
- Develop and maintain positive, productive working relationships with legislators, legislative staff, and key state agencies.
- Build coalitions with partners and stakeholders in support of shared conservation priorities and opportunities.
- Work collaboratively with partners and decision-makers to promote priorities agreed upon by the Association membership.
- Up to 25% travel time to areas across Washington and multiple overnight stays.
- Be the supervisor of record and responsible for employment decisions and management of all employees of the Association, as authorized by the Board of Directors and overseen by the Executive Committee.

QUALIFICATIONS:

WACD seeks candidates with the strongest blend of demonstrated traits, skills, knowledge, and experience to effectively carry out job responsibilities relating to office management, communications, member services, and relationships:

- Committed to natural resources conservation and to the principle of locally-led conservation.
- Committed to internal and external customer service.
- Collaborative, inclusive leadership style. Comfortable providing internal customer service in a supportive leadership role.

- Must have critical listening skills and the ability to ask informed questions; excellent writer and effective public speaker.
- Excellent communication, organizational, analytical and time-management skills.
- Ability to increase organizational leadership capacity and financial stability.
- Budget development, implementation and monitoring; grant-writing and fundraising.
- Strategic plan development, implementation, and evaluation.

REQUIRED EXPERIENCE:

- 5+ years working with a board, council, or elected officials
- Experience working with tribes.
- Experience working with or for conservation districts and/or agricultural activities.
- Experience with employee supervision and performance evaluation, including employment status decisions.
- Experience working with elected officials; specific experience with the Washington State Legislature a plus
- Experience working on a statewide campaign or working with a statewide membership organization
- Experience developing strategic partnerships
- Familiarity with Washington state conservation district related issues

EDUCATION

A degree (advanced is preferable) in Communications, Public Administration, Agriculture, Environmental Science, Natural Resources, or other related field. Equivalent work experience may be considered in lieu of or substitute in part for this education requirement.

TO APPLY:

Applications will be accepted electronically or in person at the Olympia WACD office through 5pm July 12, 2017. Please send a cover letter, a résumé, and your submission for the following assignment.

Assignment: You are supporting the Conservation District Supervisors from across the state who are coming to the legislature on February 15, 2019 to talk to their legislators about the issues that are important to WACD this session. Prepare a handout that they can take with them to their meetings that effectively conveys to legislators the priorities of the WACD for this session.

The anticipated start date for employment is September 1, 2017.

Applications may be submitted by mail or email to:

Ryan Baye, Legislative | Membership Assistant
Washington Association of Conservation Districts
701 Capitol Way South, Suite 707
Olympia, WA 98501
rbaye@wadistricts.org
360-999-0361