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[www.swcdm.org](http://www.swcdm.org) ; 406-443-5711

## DIRECTOR POSITION

**Application Deadline: July 12, 2019 at 5 p.m. (MST)**

**Location: Helena, Montana**

**Preferred Start Date: August 2019**

### **OVERVIEW:**

The Soil and Water Conservation Districts of Montana (SWCDM) is seeking to hire a full-time Director position located in Helena, Montana. The successful applicant has a strong background in natural resources, proven experience working for or with non-profits, and is friendly, organized, hardworking, and motivated. If this is you, come join our team!

SWCDM is a 501(c)3 nonprofit organization that is part of a statewide effort\* to serve and support the interests of Montana's 58 Conservation Districts and natural resources through programs, technical expertise, information sharing, and other resources. 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 serving Montana and Wyoming conservation needs. In addition, SWCDM owns an office building in Helena, Montana.

The Director is responsible for providing leadership and overall management of the organization. This includes effective and consistent communication with the board of directors, conservation districts and partners, and the administration and management of daily operations, including supervision of office and field employees. Duties are more specifically described below.

**\*SPECIAL NOTE:** The Director position shall work very closely with SWCDM's sister organization, Montana Association of Conservation Districts (MACD). MACD is a 501(c)4 nonprofit organization that represents the interests of Montana's 58 conservation districts and over 400 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.

### **CORE RESPONSIBILITIES:**

#### **Operational and Financial Management:**

- Work directly with the SWCDM board of directors in conducting regular board business and developing organizational efficiencies, strategic goals, and objectives.
- 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 any other relevant federal, state, and non-governmental organizations.

Coordinates regularly with these entities to ensure SWCDM programs are meeting the diverse set of needs Montana's conservation districts face.

- Ensure that the SWCDM organization, grants, and program activities comply with all relevant federal, state, and professional standards
- Provide financial management of SWCDM, in coordination with the Board, treasurer, and staff. Financial responsibilities include ensuring proper fiscal analysis, implementation of best financial management practices, and compliance with all required IRS and contract policies; development and tracking of an annual budget; and management of revenue and expenditures. Adhere to all established policies and/or with best management practices for 501(c)3 organizations.
- Provide oversight and/or direct supervision to both permanent and seasonal staff, which currently includes one Helena office-based employee, six remote/program-funded staff. The 3-5 seasonal employees at the Bridger Plant Materials Center have an on-site SWCDM supervisor, the SWCDM Director would provide general oversight of these employees.
- Plan and coordinate events, meetings, travel, accommodations, and activities, as needed.
- Responsible for the maintenance of the office in Helena and the management of rented, surplus office space.
- Provide bookkeeping and administrative support to MACD.

**Communication:**

- Work closely with the Communications Director to establish and maintain frequent and effective communication among conservation districts and partners on program opportunities, current conservation issues, and networking opportunities. This includes regularly attending district and partner meetings, developing and updating website content, providing content and editorial support for the bi-weekly *The Montana Conservationist* e-newsletter, and other means as needed.

**Programmatic:**

- Provide overall oversight of staff and guidance to board and staff on current and future programs, including support of the Bridger Plant Materials Center. Duties include ensuring compliance for all federal and non-federal grants and contracts, deadlines and deliverables are being met, and expenses and match are being accurately recorded and reported.
- Provide direct coordination and management support to specific programs, including the above noted duties.
- Develop and support new and ongoing program development with staff, board, districts and partners.
- Regularly communicate with program funders and partners about current and future programs and collaborations.

**QUALIFICATIONS:**

**The following qualifications are mandatory to the position:**

- Education: Bachelor's degree in Natural Resources or comparable field is required; Master's degree preferred. Equivalent work experience may be considered in lieu of or substitute in part for the Master's degree.
- Experience working with a board (preferably nonprofit), or comparable entity.
- Ability and willingness to work outside of standard office hours (i.e., 8am-5pm) when needed.
- Ability and willingness to travel to conferences, workshops, site visits, and trainings away from the office; 10-15% of position is travel-based.

- 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 both orally and in writing with conservation districts, board, office staff, landowners and partner agencies. Demonstrated skill in public speaking and proficiency in the use of standard office software and social media. Open to learning new software packages and management tools.
- Sound financial and contract management ability as evidenced by experience and/or education.
- 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.
- Ability to establish working relationships with a wide variety of people from differing backgrounds.
- 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 event coordination.
- Ability to increase organizational leadership capacity and financial stability. Ability to see the big picture, yet be mindful and diligent of the details.
- Knowledge of the principles of natural resource and conservation science and management, and experience with Montana natural resources and rural Montana.
- Minimum of 2 years of employee supervision experience.

**SALARY AND BENEFITS:**

This is a salaried, full-time position with a range of \$50,000-\$55,000 in annual compensation, dependent on experience. The employee benefit package includes 10 paid holidays, annual and sick leave, a health plan, 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 three questions to: [hiring@macdnet.org](mailto: hiring@macdnet.org) by Friday, July 12 at 5 p.m. MDT for initial consideration. Position shall remain open until filled.

Please direct any questions or inquiries about the position to Melissa Downing at [melissa@macdnet.org](mailto: melissa@macdnet.org)

**Provide a written response to each of the following and include with your application:**

1. What techniques or lessons learned can you bring to SWCDM in terms of working for a board and leading staff?
2. Describe your experience in managing 1) organizational budgets; and 2) both government and non-government grants and contracts.
3. What conservation challenges do you see facing Montana and conservation districts in the next 10 years?

***SWCDM is an equal opportunity employer***