



**Barry Conservation District
Executive Director
Full-time (40 hrs/wk) Permanent**

Employer: Barry Conservation District (BCD)

Office Location: 1611 S Hanover St, Hastings, MI 49058

Pay: \$52,000 - \$56,000 annual

Schedule: 40 hours a week- typically M-F 8am-4:30pm, with occasional evening and weekend work

Benefits: paid vacation; personal/sick leave; federal holidays, and a 4% quarterly benefits stipend

Position start date: Immediately

General Description: The Executive Director ensures the District's consistent achievement of its mission and financial goals through effective long-term planning and day-to-day operations.

Position Duties:

Works under the guidance of the Board of Directors to:

- Effectively manage the BCD office, staff, volunteers, programs, and activities
- Successfully administer projects and programs, including but not limited to grants and contracts
- Develop, implement, and track both long-range plans and annual plans of work to achieve District goals
- Develop and implement an annual budget
- Fundraise sufficiently to sustain District operations and achievement of District goals
- Comply with Federal, State and local laws affecting the work of the District
- Effectively communicate activities and achievements to the Board of Directors and the general public

Interacts with local, state, and federal agencies and local groups to:

- Develop and maintain collaborative partnerships with agencies and organizations in the county
- Assess the need for conservation activities within the District and recommend actions and programs to meet those needs
- Coordinate requests for District assistance with local landowners and partner agencies and organizations
- Represent the District appropriately at meetings with partner agencies and organizations

Develops public information programs

- Initiate and carry out public education and outreach initiatives including workshops, events, news articles, presentations, etc
- Coordinate, edit, and submit articles for publication in the District's *Reminder* column
- Design and publish or distribute online and print media
- Respond to questions from the public on natural resource-based issues

Maintains records, reports, and minutes

- Maintain records and prepare reports for grantors, contractors, the Board of Directors, etc
- Maintain District bookkeeping and budgeting records and accounts
- Maintain accurate, complete, and organized District files
- Maintain records of District equipment and other inventory

Required Qualifications

- Bachelor's degree or equivalent experience in natural resources, business, or a related field
- Willingness to learn
- Excellent managerial skills
- Ability to manage complex projects and handle a variety of tasks
- Ability to problem solve and handle novel challenges
- Attention to detail
- Ability to take direction and work both collaboratively and independently

- Clear, concise communication skills
- Must be able to pass a Federal background security check

Preferred Qualifications

- Public speaking and presentation skills and comfort with groups of different sizes
- Experience with basic accounting principles and practices
- Working understanding of basic natural resource principles
- Computer skills including Google Docs, Google Sheets, Microsoft Office, and Quickbooks
- Ability to research, compile and distribute information

To Apply: Send a cover letter, resume, and a list of three references to barrycdboard@gmail.com with “Barry Conservation District Executive Director” in the subject line.