



Massachusetts Association of Conservation Districts

319 Littleton Road, Suite 205, Westford, MA 01886

www.massacd.wordpress.com

Employer: Massachusetts Association of Conservation Districts (MACD)

Position/Title: Executive Director

Employment Status: Part-Time, Exempt, Salary Based on Education and Experience. Six month probationary period.

Hours: 24-32 hrs/wk max.

Benefits: Health, Dental, SEC-125 POP Plan, Simple IRA, Holidays, Leave,

Location: Position, dedicated to serving Massachusetts Conservation Districts, (may be based in a home-office). Travel to all areas of MA required and occasionally other New England states

Posting Date: February 23, 2017

Closing Date: Until Filled **Available:** April-May, 2017

Contact: Jefflmacd@gmail.com

Position Summary

The Executive Director is responsible for the overall administration and operation of the MACD and associated programs such as the Accelerated Conservation Planning Partnership (ACPP).

Primary duties and responsibilities include outreach and communications, government affairs and nonprofit management and fund raising. With wide latitude for individual initiative and judgment, the Executive Director guides the implementation of the association's policies and programs as established by the Board of Directors and its member Conservation Districts. The Executive Director will oversee all MACD staff and be responsible for grant, contract and consultant oversight, program and service management, and creating measurement, outcome and performance standards.

The ED will be responsible for managing and leveraging partner funds and associated outcomes. The ability to balance competing and changing priorities is required.

This position is under the supervision and direction of the MACD President and coordinates closely with the Board of Directors. The Executive Director is also responsible for other duties as assigned.

Primary Duties and Responsibilities

Outreach and Communications

Lead MACD's efforts in outreach and communications with local conservation districts and other individuals and organizations with an interest in conservation. Current responsibilities include –

- Provide updates and correspondence to MACD members
- One-on-one outreach to local conservation districts and other partners.
- Presentations in various settings across the state to small groups for the purposes of enlisting more partners.
- Maintain the website and a social media presence (Twitter, Facebook)

Government Affairs

Develop and maintain effective working relationships with local, state and federal elected government officials, agency staff and other organizations in support of local conservation districts. Oversee the association's policy development processes and ensure that policy positions are communicated to appropriate audiences.

Specific responsibilities include –

- Initiate and carry out MACD efforts with members of the Massachusetts Legislative and Executive Branch to build awareness and support for local conservation districts
- Serve as a liaison to state government agencies, the USDA Natural Resources Conservation Service and other organizations on behalf of MACD and to promote districts

Non-Profit Management and Fund Raising

Provide management for MACD and develop and implement fund raising efforts. Specific responsibilities will include:

- Recruit and maintain local conservation districts as MACD members
- Seek out and follow up on grant opportunities and other sources of non-dues revenue for MACD from government, foundation and/or corporate sources
- Provide fund raising leads and grant opportunities to the Board and member districts
- Prepare and distribute necessary materials, correspondence and reports for MACD management and fund raising efforts

Operations and Administration:

- Provide for the management of the 11 staff members.
- Work with and report to the MACD Board.
- Support and sustain the ongoing recruitment, orientation, training and stewardship of members of the Board.
- Work closely with the President to ensure regular meetings, timely distribution of information to Board members, and compliance with the organizational by-laws and all relevant regulations and laws pertaining to non-profit corporations.
- Provide leadership to the development of strategic plans, long-range goals and organizational policies as well as being responsible for the creation of work plans in conjunction with partners to achieve goals and objectives,
- Provide or oversee staff support for the MACD Board
- Manage processing of MACD contracts and invoices.
- Work with MACD's accountant and finance administrator to establish new and adhere to current and industry accepted accounting protocols.
- Provide oversight for MACD technology and communications systems and needs, including website, email marketing, membership database, printing and publications, and marketing materials.
- Oversee completion of all grant deliverables and reporting requirements.
- Ensure programmatic commitments, financial standards, human resource policy and legal requirements are met.
- Work with the funding partners to ensure that the relationships between MACD staff and the goals of the partners are fulfilled as outlined in the Letter of Cooperation and the Contribution Agreement with NRCS.

Provide oversight for MACD staff, contractors, interns/work-study students, and volunteers.

- Review and update all personnel procedures in Personnel Manual as needed.
- Oversee and approve all staff travel expenses, time sheets, use of leave time and other policies according to Personnel Manual.
- Be responsible for the hiring, supervision, training, evaluation and discharge of all personnel in consultation with appropriate partners/customers and the MACD Board.
- Work with NRCS and DAR staff to ensure that the MACD staff complies with all pertinent federal and state laws with regard to personnel law, affirmative action, insurance requirements and employee safety.
- In cooperation with MACD Board develop and oversee Partner Agreements and their implementation by staff, including Annual Work Plans.
- Compile reports in line with the items outlined in the Letter of Cooperation and NRCS Contribution Agreement for the MACD Board and relevant Partner Managers including financial report.

- Work with MACD Board to monitor employee morale and develop staff training opportunities, approve awards, recognition items and miscellaneous expenses up to \$250.
- Provide the MACD Board with the organizational information it needs for oversight responsibility.

Desired Qualifications, Background and Skills

- Significant non-profit organizational experience including fundraising, grant writing, program development, strategic planning.
- Self-motivated individual capable of managing multiple tasks and working independently while seeking out and following Board direction
- Demonstrated ability to maintain collaborative partnerships and work with diverse constituencies.
- Works well under pressure and possesses the ability to minimize and manage conflict
- Experience in fundraising and/or grant writing
- Willingness and ability to travel routinely throughout Massachusetts and occasionally out of state
- Flexibility to work long hours during conferences or deadline periods
- Computer skills including working knowledge of the Microsoft Office suite of programs
- Awareness of civics at local, state and national levels
- Background in conservation, natural resources and/or agriculture
- Budgeting and financial management experience
- Maintain a positive regard for civil rights in all interactions with clients and others.

MACD is a state-wide non-profit association of conservation districts that exists to promote the work of the 13 Massachusetts Conservation Districts. MACD is currently managing in excess of \$1,000,000 of partner grant programs. The MACD Accelerated Conservation Planning Project (ACPP) is a partner funded project created to provide additional staffing resources to assist the USDA Natural Resources Conservation Service and MA Department of Agriculture in the delivery of US Congressional Farm Bill appropriations and MDAR farm preservation and viability grants. ACPP staff help provide administrative and technical conservation planning assistance to farmers and land owners under the direction of an NRCS District Conservationist in 5 field offices state wide; and also assist MA DAR program staff by providing map packets for applications to the APR program and assisting with applications to the Agricultural Environmental Enhancement Program and provide technical assistance for other DAR programs. MACD currently manages additional grant resources for the Mass DEP 319 program, CT Council for Soil and Water Resources and individual Conservation Districts to deliver conservation technical assistance to producers statewide. MACD manages the fiscal resources of the Massachusetts Envirothon including grant receipts and accounts payable. MACD is a member of the National Association of Conservation Districts. www.nacdnet.org

 Email cover letter detailing degree and professional qualifications, resume and 3 references to jefflmacd@gmail.com