



## **Northwest Conservation District Executive Director**

### **Job Description**

The Executive Director (ED) is a permanent full-time position of Northwest Conservation District (NWCD) in Connecticut.

The primary role of the ED is to provide leadership and management to carry out the mission, policies and goals of NWCD in accordance with the statutory requirements and regulations.

Responsibilities include oversight and coordination of a wide range of administrative, programmatic and outreach/education activities. The Executive Director manages the day-to-day operations of the District and implements programs as outlined in the annual plan adopted by the District Board of Directors.

The ED will oversee, and participate in, the provision of technical assistance and education directly to local municipalities, farmers, and other landowners, on soil and water conservation. The ED will work closely with the all of Connecticut's 4 other Conservation Districts, the CT Council on Soil and Water Conservation, USDA Natural Resource Conservation Service, and the CT Resource Conservation and Development Council as part of the core Conservation Partnership in Connecticut. This also includes coordination with other state, federal and local organizations that work on soil and water conservation and other natural resource conservation programs.

### **Key Responsibilities**

#### *Administrative:*

- Coordinate and attend all meetings of the District Board of Directors; develop agenda and minutes in consultation with the Chair. Attend Board sub-committees and provide input as needed.

- Responsible for all Freedom of Information Act requirements including posting of meeting agenda and minutes.
- Prepare annual budget and operations plan in consultation with and approval by the District board. Reviews expenses for the daily operations of NWCD.
- Prepare and publish an annual report for approval by the District board.
- Direct annual funding requests to local municipalities to support technical assistance programs.
- Develop and apply for grants to support programs.
- Manage grants, including timely submittal of deliverables, payment requests and reporting to meet grant requirements.
- Develop and manage other revenue generating programs.
- Assist with organizational and board development.
- Hire and supervise contractors, interns, and volunteers. Hire, supervise, and evaluate professional and administrative staff.
- Collaborate with CT Council on Soil and Water Conservation, the CT Association of Conservation Districts, and USDA-NRCS as part of the core conservation partnership team in Connecticut including attending meetings as directed by the Board.
- Collaborate with CT DEEP, CT DOA, CT DPH, US-EPA, and other state and federal agencies as needed.

*Programmatic:*

- Work with staff to provide direct technical assistance to municipal land use agencies including reviewing proposed development plans for impacts to wetlands, wetland delineations, erosion and sediment control, and storm water management.
- Work with staff to provide direct technical assistance to farmers and other land owners in coordination with USDA NRCS on conservation planning and various natural resource concerns.

- Work with staff to coordinate watershed management activities and with local municipalities, state and federal agencies and NGOs. Specifically manage the EPA 319 grants with DEEP.
- Provide assistance related to open space and farmland protection to municipalities, landowners, and other land protection groups and agencies.
  - Primary point-of-contact with customer base.
  - Reviews all press releases and social media communications.
- Coordinate locally led assessment of the resource needs in the District to help set priorities for state and federal resources including USDA NRCS.
- Oversee development of outreach and education programs for the District including website, publications, workshops, and training.
- Promote and participate in the Connecticut Envirothon program for high school students.

*Educational Background/General Experience:*

The position requires a Master's in natural resource management or related field and 3 years of experience in program management. Five years of relevant experience may be substituted for an advanced degree. Must have strong administrative and supervisory skills, and knowledge of natural resource conservation in Connecticut, including regulations and policies.

Preference will be given to candidates who demonstrate a working knowledge of soil and water conservation issues including soil health, erosion and sediment controls, watershed management, storm water management, wetlands protection, farmland preservation, agricultural best management practices, and water quality best management practices.

*Skills and Experience*

- Must have strong administrative and supervisory skills.

- Must have knowledge of natural resource conservation in Connecticut including regulations and policies.
- Have a working knowledge of soil and water conservation including soil health, watershed management, storm water management, farmland preservation, agricultural best management practices, water quality best management practices, and Long Island Sound.
- Have demonstrated success with grant writing and fundraising. • Possess excellent communication and interpersonal skills and be experienced in public speaking. • Must be proficient with office computer applications; have good time management and organizational skills.

#### *Licenses and Certifications*

- Must have a valid CT driver's license.
- Certified Professional in Erosion & Sediment Control (CPSEC) – preferred or ability to acquire.

#### *Supervision*

The Executive Director reports directly to the Chair of the District.

#### *Compensation*

Salary \$60,000 - \$70,000

Benefits package

Interested candidates should send their resume with a cover letter to: Cynthia Rabinowitz, at [cynthiar@nwcd.org](mailto:cynthiar@nwcd.org).

The position will remain open until filled.

