



CONNECTICUT COUNCIL ON SOIL AND WATER CONSERVATION EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

Executive Director - Job Description

The Executive Director is a permanent contract position of the Connecticut Council on Soil and Water Conservation (Council), an agency of the State of Connecticut. The primary role of the Executive Director is to provide leadership and management to carry out the mission, policies and goals of the Council in accordance with the statutory requirements and regulations of the Council and the five Soil and Water Conservation Districts. The Council is part of a nationwide network of State Conservation Agencies and under the guidance of the Council membership. 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 Council in coordination with the Council Chairman. He/she is responsible for promoting and facilitating the work of the Connecticut's Conservation Partnership that includes the Council, Conservation Districts, USDA-Natural Resources Conservation Service (NRCS), and the CT Resource Conservation and Development Council (RC&D). 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:

- Coordinate and attend all meetings of the Council including development agenda and minutes in consultation with the Chair.
- Responsible for all Freedom of Information Act requirements including posting of meeting agenda and minutes.
- Prepare annual budget and operations plan in consultation with the Council.
- Develop and publish an annual report
- Develop and apply for grants as directed by the Council
- 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.
- Serve as Council representative on state and regional committees
- Coordinate the work of the Conservation Partnership in Connecticut (Council, Districts, NRCS and National Association of Conservation Districts (NACD)
- Direct government affairs for the Council and communicate with legislators on issues of importance to the Council in coordination with key partners
- Promote and participate in the CT Envirothon.
- Manage the Long Island Sound-Regional Conservation Partnership Program (LISW-RCPP)
- Coordinate with CT Association of Conservation Districts (CACD).
- Assist Council Treasurer and supervise financial reporting activities.
- Update and maintain Council website.

Educational Background/General Experience:

The position requires a Master's degree in natural resource management or related field and 5 years of experience in program management. Seven years of relevant experience may be substituted for an advanced degree.

Preference will be given to candidates that 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 be a self-starter with strong administrative and supervisory skills
- Must have knowledge of the "landscape" of natural resource conservation in CT including appropriate 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,
- 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 type computer applications, and good time management and organizational skills.
- Must have a valid CT driver's license.

Supervision: The Executive Director reports directly to the Chair of the Council.

Contract: This is a permanent, full-time contract position. Contract renewable every two years upon mutual consent.

Salary: The salary will be \$50,000 to \$55,000 commensurate with experience.

To apply, forward a cover letter and resume, to CCSWCED@GMAIL.COM no later than September 16, 2018.

Background on the Council

The Connecticut Council on Soil and Water Conservation is a state agency set up to provide guidance to the Commissioner of the Dept. of Energy and Environmental Protection on all matters relating to soil and water conservation; and to provide oversight and assist with the coordination of the work of the five Soil and Water Conservation Districts. The Council consists of 9 members including 5 members from the conservation districts, CT Dept. of Energy and Environmental Protection, CT Dept. of Agriculture, UConn Cooperation Extension, and an appointee of the Governor. Ex-officio non-voting members of the Council are USDA Natural Resource Conservation Service, USDA Farm Service Agency, CT Agricultural Experiment Station, Storrs Agricultural Experiment Station, and the CT Resource Conservation and Development Council.

The Council and Districts are part of a nationwide network of state and local entities established as a result of the dust bowl era. Our Council is our state soil and water committee (board, council, etc.) and as such is part of NASCA (the National Association of State Conservation Agencies).