

**Delaware Association of Conservation Districts
(DACD)**

**Job Description
Executive Director**

Reports to: DACD Executive Committee

Summary: The DACD Executive Director is responsible for implementing DACD policy and the day to day operations of the organization. This is a part-time contractual position which reports to the DACD Executive Committee but serves all DACD members.

Duties: Conduct the day to day operations of DACD as prescribed below.

The primary focus of all duties will be on consolidated issues affecting all three Delaware Conservation District's as a whole.

Preparing and managing the operating budget, providing financial reports at quarterly DACD Executive Committee meetings and at the DACD Annual Meeting.

Develop and implement fundraising activities and pursue grant opportunities that compliment DACD and Partnership initiatives.

Develop and maintain robust working relationships with the Delaware General Assembly and its staff members, Delaware's federal elected delegation and staff, the Governor's office, county governments, municipal governments, state (with an emphasis on the Department of Natural Resources and Environmental Control (DNREC) and Department of Agriculture (DDA)) and federal agencies (with emphasis on United States Department of Agriculture (USDA) and the Environmental Protection Agency (EPA)), the National Association of Conservation District's (NACD), the media, and other organizations and entities engaged in matters of interest to DACD.

Coordinate regular periodic meetings with DNREC leadership and DACD leadership, to include; DACD President, District Board Chairs, and District Coordinators.

Coordinate regular periodic meetings with DDA leadership and DACD leadership, to include; DACD President, District Board Chairs, and District Coordinators.

Attend legislative sessions, hearings, and meetings as necessary to educate and inform for DACD. Track issues of interest to DACD involving statute changes, rule-making, or changes in program guidelines and implementation. Communicate these issues to DACD membership.

Plan and coordinate all DACD meetings and functions including Board development training. Serve as

Executive Director of the Delaware Envirothon; duties include but are not limited to: convening meetings of the Envirothon Planning Committee, overseeing the Envirothon operating budget, overseeing the Annual Delaware Envirothon Event, coordinating Delaware's

winning team travel and participation at the National Envirothon competition, coordinating and overseeing fundraising activities, and other duties as required.

Represent DACD at the Delaware Nutrient Management Commission meetings and/or hearings.

Represent DACD at the Delaware Clean Water Council meetings in support of the DACD Board Member assigned as the official DACD representative.

Coordinate all strategic planning for DACD. This shall include developing annual work plans for DACD approval and fulfilling the goals of these plans.

Direct all public relations and advocacy efforts for DACD.

Attend all DACD meetings and functions.

Attend a minimum of four Board meetings of each Delaware conservation district annually, and specifically when topics dictate.

Direct DACD communications to keep members informed of all current and ongoing issues pertinent to DACD.

Represent DACD at various functions and/or committees as directed by DACD including Partnership lunch meetings.

Process all correspondence for DACD.

Serve as the Delaware alternate voting member on the NACD Board of Directors, participate in pertinent NACD activities, and keep DACD membership informed of NACD policies and programs.

Complete all deliverables required by agencies assisting DACD in funding this position. These deliverables shall be spelled out in the Plan of Work sections of the position funding agreement DACD has executed with each agency.

Other duties as prescribed by the DACD Executive Committee.

Executive Director – Delaware Association of Conservation Districts

The Organization

The Delaware Association of Conservation Districts (DACD) is a non-profit 501(c) 3 organization comprised of the Board of Supervisors of the three (3) Conservation Districts within the State of Delaware.

Job Description

The Executive Director serves as the principal officer of DACD and is responsible for implementing DACD policy and overseeing the operation of the organization. This is a part-time contractual position which reports to, and serves at the pleasure, of the DACD Executive Committee.

Examples of responsibilities include:

- Preparing and managing the operating budget, providing financial reports at quarterly DACD Executive Committee meetings and at the DACD Annual Meeting.
- Develop and implement fundraising activities and pursue grant opportunities that compliment DACD and Delaware Conservation Partnership initiatives.
- Attend legislative sessions, hearings, and meetings as necessary to educate and inform for DACD. Track issues of interest to DACD involving statute changes, rule-making, or changes in program guidelines and implementation. Communicate these issues to DACD membership.
- Serve as Executive Director of the Delaware Envirothon, including but not limited to meeting coordination, event planning, fundraising, etc.

Qualifications/Requirements:

The ideal candidate will be a highly energetic, creative self-starter with a proven track record of leading diverse organizations that focus on strong customer service. Prior management experience, a working knowledge of standard administrative and accounting practices, and strong verbal and written communications skills are required. Knowledge of conservation issues and programs within Conservation District focus or prior Conservation District experience preferred.

Salary is negotiable based upon experience.

For more information and/or a complete job description you may check the following websites:

www.newcastleconservationdistrict.org, www.kentcd.org, www.sussexconservation.org

ALL RESUMES SHOULD BE SENT TO THE DACD PRESIDENT AT:

Mail: Sussex Conservation District, Attn: DACD President, 23818 Shortly Road, Georgetown, DE 19947

Email: DNREC.SCD@state.de.us