



Posted 4/20/22

## Position Announcement

### Executive Director

#### DESCRIPTION

This position is housed at the Ingham Conservation District (ICD) with a service area of Ingham County. The candidate will work 30-40 hours per week with normal business hours of Monday - Friday, 9:00 am - 3:00 pm with some flexibility in work hours and availability to work from home.

#### JOB DUTIES

##### Office Operations:

- Serve as the primary point of contact for the Ingham Conservation District
- Hire, manage and supervise staff
- Recruit, maintain and supervise volunteers
- Manage the ICD property and coordinate with a diverse group of property users
- Occasional travel and stay overnight for meetings/conferences

##### Grant Management:

- Seek, apply for and manage grants that help the organization achieve its mission
- Participate in operational reviews with the Michigan Department of Agriculture and Rural Development
- Complete a Conservation Needs Assessment and create an Annual Business Plan, every 5 years

##### Financial:

- Work closely with the Ingham Conservation District Bookkeeper
- Set an annual budget and monitor grant and organizational expenses throughout the year
- Coordinate funding sources: Spring/Fall Tree Sale, Hunting Leases and Membership Campaign

##### Board of Directors:

- Serve as liaison between staff and Board of Directors
- Provide monthly staff reports to the Board of Directors
- Prepare monthly packets for the Board of Directors and attend Board Meetings
- Organize and facilitate the Annual Meeting and Election

##### Outreach & Communications:

- Create and disseminate an Annual Report and e-newsletters
- Manage the Ingham Conservation District's social media accounts, website and online store
- Organize and facilitate conservation education events aimed at a variety of audiences
- Provide bi-annual reports to the County Board of Commissioners
- Communicate successfully with partners and the public via events, written articles and social media

#### REQUIRED QUALIFICATIONS

- Minimum of 2 years of related work experience
- Experience in grant writing and management
- Strong understanding of local natural resource assets and issues
- Proficiency with Microsoft, Google and social media applications
- Highly organized
- Excellent communication skills

## DESIRED EXPERIENCE/SKILLS

- B.S. in Business, Ag & Natural Resources, Environmental or similar program of study
- Experience representing an organization
- Organizing and leading education and outreach activities
- Familiar with native and invasive plant species
- Experience with website design and/or editing
- Experience with Mailchimp or similar newsletter design platform
- Experience with Social media and content creation

## COMPENSATION

Hourly rate of \$23.00 - \$25.00 per hour. A benefit stipend is also available.

## APPLICATION PROCEDURE

Please submit a cover letter, resume and a list of three references via email to [jobs@inghamconservation.com](mailto:jobs@inghamconservation.com)  
Application materials **must be received by May 8, 2022**.

If you have questions, contact [info@inghamconservation.com](mailto:info@inghamconservation.com). No phone calls please. Visit [www.inghamconservation.com](http://www.inghamconservation.com) for more information about the Ingham Conservation District and its programs.

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*CONDITIONS OF ANNOUNCEMENT - The Ingham Conservation District reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.*

*EQUAL EMPLOYMENT OPPORTUNITY - Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status, or membership or non-membership in an employee organization.*