



## Conservation Districts of Iowa

### **JOB ANNOUNCEMENT: Executive Director**

Job Title: Executive Director  
Hours: Full time, salary  
Start Date: August/September, 2017  
Pay: \$75,000 a year, health insurance,  
retirement plan  
Location: Ankeny, Iowa

#### **About Conservation Districts of Iowa (CDI) & Iowa's Soil and Water Conservation Districts (SWCDs)**

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Soil and water conservation is crucial to the state of Iowa because healthy soil is necessary to allow for continued agriculture production in Iowa. Iowa's farmers will play a significant role in producing the 70% increase in food needed to feed the world's population by 2050. Because it takes 500 years for 1" of topsoil to form, conserving Iowa's soil, which is some of the best in the world, is vital. In addition to food, crops producing ethanol decreases our nation's dependence on foreign oil. Agriculture production is essential to Iowa's economy because the industry employs many Iowans. Clean water is important to Iowa as well, for drinking and recreation. Clean water and natural areas for wildlife are valuable to Iowans and important for Iowa's tourism industry. Also, what we do in Iowa impacts our downstream neighbors.

Soil and Water Conservation Districts (SWCD) were formed across the nation in response to the devastation of the 1930s Dust Bowl, which brought ecological, economic, and social misery to tens of thousands of Americans as a result of farming the land without conservation. Districts were charged with restoring and protecting the soil to ensure continued productivity, and they did so by encouraging the use of an array of conservation practices. Today, there are 3,000 Soil and Water Conservation Districts and 17,000 Commissioners across the nation. In Iowa alone, there are 100 Soil and Water Conservation Districts and 500 Commissioners. Every county has a Soil and Water Conservation District and all Iowans, urban as well as rural, are served by them. Soil and Water Conservation Districts provide Iowans with education, technical assistance and funding to put conservation on agricultural and urban land.

Conservation Districts of Iowa is a non-profit 501(c)3 organization whose mission is to *inform, educate and lead Iowans through our local soil and water conservation districts to promote conservation of natural resources*. CDI implements its mission by providing support to SWCDs and Iowans through numerous programs, projects and events.

## Position Description

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The Conservation Districts of Iowa (CDI) Board is seeking a qualified candidate for the position of Executive Director.

The Executive Director is responsible for CDI's consistent achievement of its mission and financial objectives. The Executive Director is accountable for the implementation of CDI policies as set by the Board of Directors as well as annual goals and objectives, and financial, program and administrative management of the organization. Guidance and direction is provided by the President of CDI, by the Board of Directors of CDI, and by its Executive Committee. The CDI Executive Director works with a team of two office staff, an Office and Projects Manager and Water Quality Specialist. CDI also employs ten field staff that work in offices across the state to assist with wildlife and wetland conservation work and source water protection.

Executive Director responsibilities include but are not limited to:

- Provide support to CDI officers, board of directors, staff, districts, commissioners and partners.
- Oversee and coach CDI staff, provide regular performance reviews and supervise their implementation of CDI goals.
- Develop agendas and materials for all CDI board and business meetings.
- Represent CDI to national and state partners. Travel nationally at least three times per year. Visit Districts around the state.
- Develop and maintain a good working relationship with members of Congress and State Legislature and their staffs; the Governor's office; county and city governments; federal, state and local agencies; private organizations working on subjects of mutual interest with impacts on CDI; and the media.
- Speak to many different audiences about the work of CDI, the districts, commissioners and partnership.
- Make public appearances to inform the public of the purpose of the organization, its programs and the work of the districts.
- Lead planning committees of commissioners and partners to plan Conservation Partnership Day, Spring Regional Commissioner Meetings, Annual Conference and other events and trainings for commissioners and staff.
- Attend and facilitate at events.
- Help the districts speak with one voice in terms of state and national policy. Attend or delegate others to participate in national legislative outreach events in Washington D.C.
- Implement state and federal partnership agreements that provide staff for conservation across the state. Oversee the completion and implementation of a CDI strategic staffing plan to provide greater support to commissioners, district staff and the conservation partnership.
- Fundraise through grants and requests to individuals and businesses.
- Direct the application for, preparation of, and administration of any grant programs which may become available to support CDI programming.
- Administer and grow CDI's water quality and other conservation programming.
- Generate and execute new, fresh conservation ideas.
- Be an active participant in Iowa's conservation award programs.
- Oversee CDI youth programs including scholarships, poster contest and Iowa Envirothon.
- Oversee and grow CDI's communication including websites, social media, bulletins, press releases as well as direct communications consultant.

- Prepare CDI annual report.
- Report to the board, partners and funders.
- Administer day-to-day operations and supervision of the CDI office.
- Prepare and administer the annual operating budget of CDI in accordance with budget guidelines provided by the Board of Directors. Prepare financial reports for the board. Review bank statements and monitor cash flow. Complete appropriate tax forms.
- Perform other duties as assigned.

**Qualifications:**

- Bachelor degree in a related field or commensurate experience.
- Familiarity with/ interest in agriculture and conservation practices, programs, technologies, etc.
- Embodies a strong conservation ethic.
- Enthusiasm for soil and water conservation.
- Experience in supervising employees and delegating tasks.
- Proven experience in fundraising and grant writing.
- Ability to prioritize tasks and work on multiple projects simultaneously.
- Clear and concise oral and written communication skills.
- Comfortable speaking to audiences and facilitating diverse groups.
- Strong attention to detail.
- Successful experience with personnel and fiscal management.
- Demonstrated self-motivation, reliability, and ability to work independently.
- Proficiency with Microsoft applications (Word, Excel, and PowerPoint) and website management.
- A proven leader who can mentor an effective staff as well as support all commissioners.

**To Apply:**

Please submit the following materials to [admin@cdiowa.org](mailto:admin@cdiowa.org) by 4:00PM on Friday, August 11, 2017

Resume

Cover letter

One writing sample (three pages maximum) that best illustrates your qualifications for this position

Three professional references