



# Idaho Association of Soil Conservation Districts

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## EXECUTIVE DIRECTOR POSITION ANNOUNCEMENT

### About Us

Care of our state's soil and water resources is a responsibility all Idaho citizens share -- today and tomorrow. Although that responsibility may be unfamiliar to some, it isn't new to our fifty individual soil and water conservation districts. They are the leaders of non-regulatory, locally led natural resource conservation. The Idaho Association of Soil Conservation Districts (IASCD) serves as the unified voice for conservation districts in Idaho. Organized by district leaders in 1944, IASCD works each day to strengthen districts and further natural resource conservation in Idaho.

The IASCD office is co-located in the USDA State Office in Boise, Idaho. IASCD staff includes the Executive Director, a part time Administrative Assistant and an outside accounting firm for payroll and other financial services. Additional information about IASCD can be found at <http://iascd.org>.

### Position Summary

The Executive Director is responsible for the overall administration and operation of the IASCD. Primary duties and responsibilities include outreach and communications, government affairs and non-profit management and fund raising. With wide latitude for individual initiative and judgment, the Executive Director guides the implementation of the association's policies and programs as established by the Board of Directors and its member districts. This position is under the supervision and direction of the President and coordinates closely with the six member Board of Directors. The Executive Director is also responsible for other duties as assigned.

### Primary Duties and Responsibilities

#### **Outreach and Communications**

Lead IASCD's efforts in outreach and communications with local conservation districts and other individuals and organizations with an interest in conservation. Current responsibilities include –

- Provide updates and correspondence to IASCD members
- One-on-one outreach to local conservation districts and other partners
- Presentations in various settings across the state to small groups
- Development and distribution of a regular eNewsletter
- Maintain the website and a social media presence (blog, Facebook)

#### **Government Affairs**

Develop and maintain effective working relationships with elected government officials, agency staff and other organizations in support of local conservation districts. Oversee the association's policy development processes and ensure that policy positions are communicated to appropriate audiences. Specific responsibilities include –

- Initiate and carry out extensive IASCD efforts with members of the Idaho Legislature as well as the Governor and his staff to build awareness and support for local conservation districts
- Serve as a liaison to state government agencies, the Natural Resources Conservation Service and other organizations on behalf of IASCD and to promote districts
- Track federal conservation issues through the National Association of Conservation Districts and follow up as appropriate with the congressional delegation and federal agencies
- Provide support to local conservation districts with county government as requested

## **Non-Profit Management and Fund Raising**

Provide management for IASCD and develop and implement fund raising efforts. Specific responsibilities will include –

- Recruit and maintain local conservation districts as IASCD members
- Seek out and follow up on grant opportunities and other sources of non-dues revenue for IASCD from government, foundation and/or corporate sources
- Provide fund raising leads and grant opportunities to the Board and member districts
- Prepare and distribute necessary materials, correspondence and reports for IASCD management and fund raising efforts

## **Desired Qualifications, Background and Skills**

- Self-motivated individual capable of managing multiple tasks and working independently while seeking out and following Board direction
- Experience communicating with and presenting to diverse individuals and small group audiences verbally and in writing
- Works well under pressure and possesses the ability to minimize and manage conflict
- Experience in fundraising and/or grant writing
- Willingness and ability to travel routinely throughout Idaho and occasionally out of state
- Flexibility to work long hours during conferences or deadline periods
- Computer skills including working knowledge of the Microsoft Office suite of programs

## **Optional Qualifications, Background and Skills**

- Awareness of civics at local, state and national levels
- Background in conservation, natural resources and/or agriculture
- Budgeting and financial management experience

## **Compensation**

IASCD is a non-profit organization that operates to ensure that as many resources as possible are directed to locally led conservation districts to address the State's natural resources. Salary will be commensurate with the candidate's experience. Incentives are available for successful new fund raising efforts.

## **Application Deadline and Process**

Candidates interested in the position must electronically submit a cover letter, resume and at least three references **no later than Friday, June 14, 2013**. Application packages should not exceed five pages and should be submitted in a single PDF to the IASCD office at [iascd.info@gmail.com](mailto:iascd.info@gmail.com).

Questions may be addressed to any of the following IASCD Officers:

Kit Tillotson, President, 208/251-5829 cell  
Billie Brown, Vice President, 208/582-1028 cell  
Steve Becker, Treasurer, 208/301-3752 cell

IASCD will review applications and interview finalists this summer with a target start date for the selected candidate of mid-August to early September.

*Thank you for your interest in locally led conservation districts  
and the Idaho Association of Soil Conservation Districts*