



Schoolcraft County Conservation District Job Description

Title: District Manager

Introduction

This position is located in Manistique, Michigan, in the Schoolcraft County Conservation District Office, with field work within Schoolcraft county. Travel outside of county boundaries is occasionally required. The District Manager is responsible for the day-to-day operations of the Schoolcraft County Conservation District including organization and supervision of office operations and staff, coordinating District programs and activities, performing field work associated with grants, fee-for-services activities, workshops, etc. and providing assistance to the District Board members,

Primary Duties

1. Responsibilities to the Board

- a. Identify and secure short and long-term funding for District programs.
- b. Prepare agenda and organize monthly Board meetings and relevant documentation.
- c. Record and prepare board meeting minutes.
- d. Prepare and submit required monthly and annual financial reports to the board.
- e. Coordinate arrangements for the Annual Dinner meeting and Board Elections.
- f. Conduct profitable Tree Sales.
- g. Implement Board directed policies.

2. Public Relations

- a. Represent the District in public appearances to inform the public, conservation partners, and local units of government regarding Schoolcraft CD programs and services.
- b. Serve as the District contact for other organization and attend relevant meetings.
- c. Coordinate and strengthen Conservation Partnerships within the community.

3. Information and Education

- a. Assist in planning District workshops, tours, contests, and fund-raisers.
- b. Coordinate District educational services with local schools, groups, and organizations.
- c. Manage the process of providing scholarships associated with natural resources education to school teachers and students in Schoolcraft county.
- d. Direct the development of materials promoting District programs.

4. Grants

- a. Direct the proposal preparation, application for, and implementation of any grant-funded programs or projects which may be available to the District.
- b. Perform in-the-field work associated with grant research/preparation and implementation.
- c. Recommend appropriate grant programs to the Board.
- d. Meet with relevant individuals to secure and coordinate grant funds.

5. Human Resources

- a. Supervises and assists staff in the performance of their duties.
- b. The Board evaluates the performance of staff members with input of the District Manager.
- c. Hire and train staff.
- d. Review and coordinate employee payroll and benefits.

6. Financial Responsibilities

- a. Record all financial transactions associated with the CD's accounts.
- b. Identify, evaluate and pursue relevant sources of funding for District programs
 - i. Drive fee-for-services revenue from County, Township, and City governments
 - ii. Manage grants to maximize revenue and minimize out-of-pocket costs
 - iii. At all times, work in a manner that is consistent with the District's fiduciary responsibilities to our county's millage paying constituents.
- c. Prepare an annual operating budget for the Board and provide periodic updates in accordance to Michigan Department of Agriculture standards.
- d. Prepare and coordinate financial reviews and biennial audits as required by law and/or contractual agreements.
- e. Coordinate financial requirements for various grant programs, including reporting and budgeting.

7. General/Office Management Responsibilities

- a. Answer phone, take messages, and assist customers.
- b. Administer and update the CD web page regularly.
- c. Administer and update the CD Facebook page regularly.
- d. Maintain a clean, well-organized, and professional appearing office.

Qualifications

A general knowledge of natural resources management and conservation. Experience in natural resources, biology, wildlife management, ecology, botany, or related field. Experience supervising/scheduling staff, managing projects, customer service, and reporting. Experience writing and administering grants. Strong analytical, verbal and written communication skills. Ability to work cooperatively with individuals and groups. Ability to lift 50 pounds to the height of 3-4 feet. Ability to stand and walk in unimproved natural areas and/or agricultural lands in all types of weather conditions. **Self-motivated and self-directed.** Valid MI driver's license.

Additional Qualifications (Preferred)

Experience in Business Management. Familiarity with Conservation Programs. Knowledge or experience in agronomy. Proficient with business software such as Microsoft's Office Suite or equivalent. Familiarity with QuickBooks™.

Supervision

The District Manager works under the direct supervision of the Schoolcraft County Conservation District Board of Directors.

Applications will be accepted until the position is filled. Submit a cover letter, resume, and a list of three references to Tom White at gtwhite74@gmail.com