Position: Executive Director, Manistee Conservation District  
Hiring Organization: Manistee Conservation District  
Employment Type: Full-time 40 hrs/week  
Job Location: 8840 Chippewa Highway (U.S. 31), Bear Lake, Michigan 69614-9400  
Salary range: $18-$22 per hour based on education and experience  
Application Deadline: December 16, 2019 by 5:00pm. Application submission must include: resume, cover letter, and List of 3 professional references, including their current e-mail and/or phone contact information. Submission: via e-mail Sharon Goble (e-mail: sharon.goble@macd.org ), with subject line: Executive Director position vacancy, or via USPS to Manistee Conservation District Office address, to the attention of Sharon Goble. Applicants will be contacted in January 2020.  

Scope of Responsibilities:

- Financial management of all sources of revenues and expenses including payroll
- Budget preparation
- Assist with grant writing/grant management
- Prepare agendas and associated materials for Board of Directors meetings, and provide administrative support to the Board including meeting minutes and record-keeping
- Provide District leadership and supervision of diverse professional staff and provide adequate support for professional staff to fulfill their grant requirements
- Oversee program development and implementation
- Coordinate necessary and appropriate training for all staff
- Assist with strategic plan development and implementation
- Assist with development and support of volunteer groups
- Coordinate District events
- Manage building, equipment and supplies
- Assist with education and outreach development and implementation by partnering with resource experts, agencies, organizations and businesses
- Ensure adherence to all applicable policies and procedures, state and federal laws
- Develop collaborative relationships with local governments and agencies, individuals, businesses, organizations and non-profits that foster conservation and positive stewardship of land, water, soil and wildlife of western Michigan and Manistee County
- Attend appropriate professional conferences
- Attend county board meetings occasionally as well as occasional attendance at township board meetings.
Position Requirements

- Bachelor degree in business administration or related field with experience working with agricultural and/or natural resources programs or bachelor of science degree in natural resources or related field, with budget and financial management experience
- A minimum of 3 years of administration and management experience with a preference for team management style
- Good verbal and written communication skills
- Proficiency in Quick Books, Microsoft Office Suite software, Constant Contact, Weebly and other social media platforms
- Positive attitude and excellent customer service skills
- A valid drivers license
- Ability to work independently and to also work well with a diversity of people, organizations, businesses, non-profits and governmental agencies
- Grant management experience
- Audit preparation experience
- Budget and cash flow development
- Ability to multi-task
- Participation in a limited number of evening meetings, weekend activities or special events