



## **Branch County Conservation District Position Announcement**

**Position Title: District Manager**

**Salary: \$18.00 – \$20.00 / hr., commensurate with experience.**

**Job Type: Full-Time – Monday-Friday with some night and weekend work required.**

**Benefits: Paid Vacation & Sick Leave, Health Insurance Stipend, & Potential for Remote Work**

### **Introduction**

This position is in Coldwater, Michigan, in the Branch County Conservation District Office, with field work within Branch county. Travel outside of county boundaries is occasionally required. The District Manager is responsible for the day-to-day operations of the Branch County Conservation District (BCCD) including organization and supervision of office operations and staff, coordinating District programs and activities, performing field work, planning workshops, etc. and providing assistance to the District Board members. The District Manager reports to a 5-member locally elected Board of Directors

### **Primary Duties**

#### **1. Responsibilities to the BCCD Board of Directors**

- a. Identify and secure short and long-term funding for BCCD programs.
- b. Prepare agenda and organize monthly Board meetings and relevant documentation.
- c. Prepare and submit required monthly and annual financial reports to the board.
- d. Coordinate arrangements for the BCCD Annual Meeting.
- e. Conduct profitable Tree and Native Plant Sales.
- f. 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 BCCD programs and services.
- b. Serve as the BCCD contact for other organizations and attend relevant meetings.
- c. Coordinate and strengthen conservation partnerships within the community.

#### **3. Information and Education**

- a. Assist in planning BCCD workshops, fundraisers, and other events.

- b. Coordinate BCCD educational services with local schools, groups, and organizations
- c. Develop materials promoting BCCD 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 BCCD Board of Directors.
- d. Meet with relevant individuals to secure and coordinate grant funds.

#### **5. Human Resources**

- a. Supervise and assist staff in the performance of their duties.
- b. Evaluate the performance of staff members
- c. Hire and train BCCD staff.
- d. Review and coordinate employee payroll and benefits.

#### **6. Financial Responsibilities**

- a. Record all financial transactions associated with BCCD accounts.
- b. Identify, evaluate and pursue relevant sources of funding for BCCD programs
- c. Prepare an annual operating budget for the Board and provide periodic updates in accordance to Michigan Department of Agriculture and Rural Development 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 BCCD web page, Facebook page, and other social media platforms on a regular basis.
- c. Maintain a clean, well-organized, and professional appearing office.

#### **Qualifications**

This position is primarily administrative with some technical duties required. Ideal candidates will have experience with administrative tasks such as budgeting, managing projects, customer service, supervising/scheduling staff, and reporting. A general knowledge of natural resource management, conservation, and agriculture will be considered. Ideal candidates will also have strong analytical, verbal and written communication skills, and will be self-directed and self-motivated. A valid driver's license is required.

**Applications are due by December 3rd, 2021. Please submit a cover letter, resume, and three references to Lyndsay Dalke at [branchcd@gmail.com](mailto:branchcd@gmail.com)**

