



## Kalamazoo Conservation District Job Opening:

### District Manager

The Kalamazoo Conservation District (KCD) is seeking a new District Manager that will further the mission of the District by overseeing all District operations, programs, activities, and staff. This professional position will act as a liaison between the KCD Board of Directors and District staff and requires skills and experience in program development and administration, human resources, partnership building, and financial management. The Manager provides administrative and program information/implementation support to the KCD Board of Directors in carrying out the District's programs in conformance with the purpose of the District as defined by Michigan Law.

#### RESPONSIBILITIES AND DUTIES

##### Board Governance

- Organize monthly public Board meetings and compile monthly Board packets including meeting agendas, minutes, financial reports, and staff reports, and other information as required.
- Coordinate the Annual Meeting and Elections.
- Work with the Board and staff to develop and facilitate District Strategic Planning and develop Annual Plan of Work. Implement Board directed policies.
- Adhere to Conservation District Law and Open Meetings Act

##### Human Resources

- Supervise and assist District staff in the performance of their duties.
- Lead the hiring process.
- Conduct probationary, periodic, and annual staff evaluations, update work agreements, update benefit documentation, update position descriptions, review policy and personnel manual.
- Manage hiring records, goals, evaluations, payroll and other personnel duties.

##### Financial Oversight

- Control and reconcile financial resources, bank accounts, credit card processing accounts, cash drawer, and track/organize balances. Process bills, payments, payroll, invoices, and prepare deposits accurately and timely using Quick Books.
- Coordinate tax payments and bank statement reconciliations.
- Prepare an annual operating budget for the Board and provide periodic amendments in accordance to Michigan Department of Agriculture requirements.
- Prepare and coordinate financial reviews/audits as required by law and/or contractual agreements.
- Identify, evaluate, and pursue relevant sources of funding for District programs through grants and private/public sources.

##### Grant Administration:

- Recommend appropriate grant programs to the Board, develop grant proposals, and manage any grants awarded.
- Develop relationships with community stakeholders to coordinate and secure grant funds and partner support.

##### District Operations and Program Management

- Represent the District in public appearances to inform public, conservation partners, and other local units of government of District programs, services and the District's role in the community.

- Provide high level management of District programs including NACD, MAEAP, and MDARD operational governance.
- Understand and comply with the legal requirements of the Conservation District Law, the District's Policy and Procedures, and those prepared by the Michigan Department of Agriculture and Rural Development (MDARD) and the Michigan Association of Conservation Districts (MACD).
- Respond to phone calls, emails, and walk-in requests for assistance.
- Plan District workshops, field days, youth activities, contests, scholarships, and fund-raisers.
- Direct the development of materials promoting District and conservation programs and give presentations as requested.
- Coordinate and strengthen conservation partnerships within the community and be a resource for public officials about conservation and conservation programs in the county.
- Maintain the District website, online store front, and social media accounts.

#### WORKING CONDITIONS AND COMPENSATION

This position is full time with the Kalamazoo Conservation District located at 5950 Portage Rd, Ste B, Portage, MI 49002. Starting salary range is \$22-\$24 per hour depending on qualifications. Benefits include paid federally recognized holidays, vacation, and sick leave. Normal work hours are from 8:00 AM - 4:30 PM Monday-Friday. Some flexibility with scheduling is permitted and will be occasionally required. Participation in a limited number of evening and weekend activities, or special events will be necessary. Travel outside the office and county on behalf of the District will be necessary and will be reimbursed at the current federal rate. Training sessions, meetings, or conferences may involve travel and/or overnight stays.

The position is responsible to a five-member Board of Directors that meets monthly and is supervised by the Chair of the Board. Performance evaluation and decisions regarding salary and other compensation, disciplinary actions, and terminations are the responsibility of the entire KCD Board of Directors.

**QUALIFICATIONS, EDUCATION/EXPERIENCE:** College degrees in agriculture, natural resources, business and/ or financial management or other related degrees are preferred. Extensive experience in a similar position or a position with business management or non-profit administration experience is required.

#### OTHER QUALIFICATIONS

- Must be able to work independently without direct supervision and prioritize workload to complete tasks in a timely manner. Must be able to work as part of a diverse team, maintain a positive attitude and possess professional motivation.
- Ability to communicate effectively, orally and in writing.
- Ability to work with people from many other organizations, agencies, and groups in a professional manner.
- Ability to maintain and uphold the non-partisanship of the District while working with all clients, partners, and Directors.
- Ability to maintain a high degree of confidentiality.
- Experience with Quick Books, Microsoft Word, Excel, Publisher, and PowerPoint is required.
- A valid driver's license and reliable transportation is required.
- This position will also require a USDA-NRCS federal background check.

#### TO APPLY:

Position is open until filled. Please submit a cover letter, indicating your interest and fit for the position, resume, and five references as a single PDF to [kalamazooconservation@gmail.com](mailto:kalamazooconservation@gmail.com) with the applicant's last name and "KCD Manager Applicant" in the subject line.