

OREGON ASSOCIATION OF CONSERVATION DISTRICTS (OACD)
Position Description

Title: Executive Director

Posted: December 1, 2022

Location: Willamette Valley – remote work with access to legislature and agencies in Salem

Closing Date:

Open until filled

Industry: Association Nonprofit

Type: Full-time and exempt

Scope and Supervision

This position serves as the leader, manager, and representative of the Oregon Association of Conservation Districts (OACD) and its 45 conservation districts statewide. The Executive Director reports to the OACD Board.

The Association

Founded in 1948, OACD is a non-profit association representing 45 [Soil and Water Conservation Districts \(SWCDs\)](#) throughout Oregon. OACD is governed by a board of 9 directors: Funding currently comes from SWCD member dues and grants from the Natural Resources Conservation Service (NRCS) and the Oregon Watershed Enhancement Board (OWEB). OACD is a member of the Oregon Conservation Partnership funded by an OWEB capacity grant that provides training, outreach, and other services. Other Partnership members are the Network of Oregon Watershed Councils (NOWC), the Coalition of Land Trusts (COLT) And the Oregon Conservation Education and Assistance Network (OCEAN). OACD also works with federal and state agencies and other associations with similar interests to promote conservation through rulemaking, legislation, and other cooperative efforts. (Refer to www.oacd.org for more detailed information, including mission, members, and partners.)

Core Responsibilities

Organizational Leadership

- Develop a working relationship and provide services to individual SWCDs (Soil and Water Conservation Districts) who are local government entities.
- Collaborate with and support OACD's board to maintain a strategic direction.
- Provide day-to-day representation for OACD and its interests with partners, including NRCS, OWEB, the Oregon Department of Agriculture (ODA), the nonprofit community, and other relevant federal and state agencies or other entities necessary to maximize the success of OACD's programs.
- Develop a rapport with Oregon legislators and lobby to further the needs of OACD's member districts and the conservation community.
- Coordinate with the National Association of Conservation Districts (NACD) to assist in federal rule making and federal legislative efforts on behalf of OACD.
- Organize and implement an annual conference serving SWCDs as well as interim workshops or webinars.
- Organize or connect SWCDs with training events and other learning opportunities.
- Provide prudent financial management of OACD in coordination with the OACD treasurer, developing and analyzing the budget, and acting in accordance with budgetary requirements.

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- Manage grant funding and seek funds as needed from government agencies, private foundations, individual donors, and other revenue sources.

Qualifications

The following educational and experiential qualifications are required:

- Education: Bachelor's degree required. Preference for Natural Resources, Public or Business Administration, Communications, or a closely related field; **AND**
- Experience: Five or more years of management or program leadership experience as a manager of a natural resource based non-profit or governmental entity **OR** two or three years of natural resources management combined with two or more years of other management experience.

Also required are:

- Ability and willingness to travel to conferences, workshops, site visits, and training sessions.
- Provision of valid motor vehicle driver's license, which must be maintained satisfactorily during employment
- Ability to conduct and participate in field visits on agricultural land such as farms, forests, and dairies where uncertain footing is common
- Proficiency in office-related skills, such as use of a computer and Microsoft Office software programs, verbal and oral communication skills, and willingness to learn and use video conferencing and webinar technology.

The following proven skills are important to the position, and candidates will be rated on their experience and education related to the qualifications listed:

- Strong interpersonal and relationship skills
- Ability to provide strong written communication skills and demonstrated skill in public speaking
- Ability to work independently in a leadership role without direct supervision
- Ability to plan, organize, define tasks, and meet deadlines, ability to direct organizational efforts to accomplish objectives, programs, and projects within established time frames and budgets
- Sound fiscal management skills, defined by education and/or relevant experience
- Ability to seek and grants
- Previous conservation/natural resource leadership desirable

Compensation and Benefits

Salary and Benefits:

Starting salary, dependent upon experience and qualifications: **\$85,000 to \$90,000.**

Benefit package that may include scheduling flexibility and access to health and retirement plans with a stipend.

Application Process

Submit the following documents:

- A cover letter clearly outlining the specific skills and knowledge you bring to the job and why you are a good fit for this position, not to exceed 2 pages

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- A resume detailing relevant experience, work history, education, and accomplishments.
- References – at least 3 professional references with contact information.
- Completed [application](#)

Inquiries: Submit documents and inquiries to Trudy Hylemon, Senior HR Consultant at Cascade Employers Association at 503-585-4320 or by email at recruitment@cascadeemployers.com. Please do not call the OACD office.

The position will remain open until filled.

OACD does not discriminate against any person or group on the basis of ability, age, color, ethnicity, gender, genetic information, national origin, race, religion, sexual orientation, or veteran status. OACD is an AA/EEO employer.