



Conservation Districts of Iowa  
2015 Grand Ave, Box 15  
Des Moines, IA 50312  
515.289.8300  
[www.cdiowa.org](http://www.cdiowa.org)

---

## **JOB ANNOUNCEMENT: Executive Director**

Conservation Districts of Iowa is looking for a highly qualified, driven and passionate candidate to support elected statewide soil and water conservation commissioners and to spread our conservation message through public outreach and marketing. Position is located in Des Moines, Iowa.

### **About Conservation Districts of Iowa**

Conservation Districts of Iowa (CDI) is a non-profit 501(c)3 organization whose mission is to support the 500 locally elected commissioners within the 100 Iowa Soil and Water Conservation Districts as they provide Iowans with education, technical assistance and funding to put conservation on agricultural and urban land. See [www.cdiowa.org](http://www.cdiowa.org) for more background information.

### **Position Description**

The Executive Director is the key management leader of CDI and is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES**

**1. Board Governance:** Works with board in order to fulfill the organization's mission.

- Responsible for leading CDI in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.

**2) Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for grant writing and developing other revenue streams necessary to support CDI's mission.
- Responsible for managing awarded grants.
- Responsible for raising funds through requests to individuals and businesses.

- Responsible for the fiscal integrity of CDI, to include submission to the board of a proposed annual budget and monthly financial statements to the Treasurer and quarterly reports to the board, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for creating the CDI Annual Report for presentation to the board and all commissioners.

**3) Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of CDI's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that CDI can successfully fulfill its Mission into the future.
- Responsible for the enhancement of CDI's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

**4) Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for effective administration of CDI operations.
- Responsible for signing all checks, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for filing required tax forms.

### **ADDITIONAL RESPONSIBILITIES**

CDI's Executive Director's additional responsibilities are categorized in two major areas: Supporting Elected Commissioners and Public Outreach and Marketing. These responsibilities are described below.

#### **1. Supporting Elected Commissioners**

- Visit Soil and Water Conservation Districts (SWCD) around the state of Iowa.
- Coordinate and grow CDI communications with Iowa's 500 SWCD commissioners and the public covering the latest information on CDI, National Association of Conservation Districts (NACD), state and national news through CDI website, social media, bulletins, press releases, and direct communications.

- Represent CDI and the districts to state and national partners.
- Lead and direct committees of commissioners and partners to plan:
  - o Spring Regional Commissioner Meetings
  - o Annual Commissioner Business Conference
  - o Conservation Partnership Day
  - o Other events and trainings for commissioners and staff
- Oversee CDI youth programs including:
  - o Scholarships
  - o Poster Contest
  - o Iowa Envirothon
- Actively participate in identifying candidates for Iowa's conservation awards programs

## 2. Public Outreach and Marketing

- Develop and maintain a good working relationship with:
  - o Members of the State Legislature and their staffs
  - o Governor's office
  - o County and city governments
  - o Federal, state and local agencies
  - o Private organizations with mutual interest and impact on CDI
  - o Media
- Actively communicate with CDI partners, Iowa Department of Agriculture and Land Stewardship (IDALS) and USDA Natural Resources Conservation Service (NRCS), to strengthen and maintain this conservation partnership.
- Seek out and attend events and meet with like-minded organizations to inform the public about the mission of CDI, its programs and the conservation work of the districts.

### **SUMMARY**

Overall the Executive Director is responsible for CDI's consistent achievement of its mission and financial objectives. Additionally, the Executive Director is accountable for the implementation of CDI policies as set by the Board of Directors as well as annual goals and objectives including financial oversight, program development and delivery, and administrative management of the organization. The president of CDI, the board of Directors and its executive committee provides guidance and direction.

Currently the CDI Executive Director works with a team of two office staff members, a Program Manager and a Communications Manager. Through funded grants, CDI also

employs three planning facilitators working with districts on five-year Soil and Water Resource Conservation Plans as well as nine field staff that work in offices across the state to assist with wildlife and wetland conservation work.

### **Qualifications**

CDI is looking for a proven leader who will support all commissioners, mentor an effective staff, and grow the organization. Candidates must have at least 3-5 years of relevant professional experience. Qualified candidates will have a demonstrated commitment to agriculture and conservation practices with demonstrated enthusiasm for soil and water conservation, as well as a track record of leadership.

We're looking for a goal-driven and results-oriented individual who has excellent verbal, writing and analytical skills, the ability to speak persuasively to diverse audiences, and enthusiasm for conservation. The ideal candidate will have experience in state-level political advocacy, a proven ability to recruit, train and develop staff, an aptitude to raise money, and demonstrated success in building relationships with the full spectrum of conservation partners and political stakeholders.

**Compensation and Benefits:** Target annual compensation for this position is \$90,000. CDI offers a competitive benefits package, which includes health insurance and a retirement plan.

**Application Package:** Please include the following in your application package:

1. Resumé including formal education, relevant experience and career goals.
2. Three references including contact information.
3. Description of your knowledge, skill and ability for the following:
  - Working knowledge of local soil and water conservation districts and conservation partnerships.
  - Demonstrated skills in the areas of written and oral communication. Include an example of a document of no more than two pages written by you.
  - Demonstrated abilities to manage an organization or a program that includes personnel management, budget development and implementation, and other business processes.
  - Demonstrated IT skills in the use of standard Microsoft Office Suite software and knowledge of general web site design and maintenance.

### **Submitting Your Application:**

Complete application packages must be emailed no later than 4:00 pm on Friday, May 12, 2023. Email application package to [admin@cdiowa.org](mailto:admin@cdiowa.org) **We will confirm receipt of your application through email. Late applications will not be accepted.**