



Executive Director - Job Vacancy Announcement

Position Summary:

The Executive Director leads and manages the Mendocino County Resource Conservation District (MCRCD or District) team in the delivery of services as outlined by the Board of Directors and the District's Strategic Plan. This position requires the ability to effectively communicate MCRCD's goals, activities, roles, and responsibilities to other agencies, organizations, individuals and local government. The Executive Director (ED) serves as the face of the District with agricultural, regulatory and environmental communities, as well as with the public at large. The ED reports to MCRCD's Board of Directors and oversees District staff. The ED collaborates on many aspects of project planning and implementation, including seeking appropriate funding sources, and is required to work collaboratively and to serve as a positive role model for other employees by supporting the mission, vision, and values of the MCRCD. This position requires strong natural resource knowledge, fund development skills, self-direction, strategic thinking, collaborative leadership and problem-solving skills in order to succeed.

Organizational Summary:

The Mendocino County Resource Conservation District is a non-regulatory, local special district empowered to support and facilitate voluntary and scientifically sound natural resource stewardship. Founded in the 1940's, MCRCD works to identify local conservation problems and seek solutions on a voluntary basis, leveraging very limited government funding to secure grant funding and fee for service funding. MCRCD employs 10 staff, who possess a wide range of natural resource and conservation expertise, and is directed by a board of 5 local Mendocino County landowners. MCRCD manages projects in the Navarro River, Eel River, Russian River and Garcia River watersheds, staffs the Mendocino County Fire Safe Council, and manages the Willits Bypass Mitigation project. For more information, visit our website at <http://mcrcd.org/>

Location:

Mendocino County is located in northern California, 2-3 hours north of the San Francisco Bay Area. Known for its towering redwood and Douglas-fir forests, expansive oak woodlands, unique and beautiful coastline, inland valley wine production, ubiquitous cannabis cultivation and historical back-to-the-land settlers, the county boast 10 river systems partially or totally within its borders. Elevation runs from sea level at the Pacific Ocean to 6,954 feet in the Mendocino National Forest. Sparsely populated, the 2010 census found 87,841 inhabitants throughout the county's 2.2 million acres. The county includes only four incorporated cities: Ukiah with approximately 16,000 residents, Willits with 4,900, Fort Bragg with 7,200, and Point Arena with 450. The rest of the county's local governments are special districts of various kinds, including community service districts, fire districts, water districts, and others established to provide specific services. Ukiah is the county seat, and the home of the MCRCD offices.

Position Description and Qualifications:

Candidates must possess a strong desire to work with a wide range of partners and community stakeholders including environmental, agricultural, government, philanthropic individuals and groups. Candidates must embrace, support, and achieve MCRCD's mission by working with the Board and by developing and sustaining programs through fundraising. The ideal candidate will have experience with RCDs, NRCS, or other similar agencies or nonprofits in a management and organizational development role and will have demonstrated success in writing, securing and managing a wide range of grant and funding sources.

General Duties:

- Provides leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and effectively carries out these plans and policies.
- Initiates and leads MCRCD in long-range strategic planning consistent with its mission and ensures consistent and timely progress towards achieving this strategy.
- Works with Board, staff and partners to develop new initiatives to support the strategic goals of the organization, the needs of its constituents and to provide leadership in local conservation issues.
- Serves as the primary spokesperson and public representative for MCRCD. Providing a visible presence or "face" for the District through public interactions with the community and partners.
- Develops, maintains and enhances strong and effective working relationships with the community, natural resource agencies, funders, business agents, financial institutions and program/project clients. Particularly foster a strong working relationship with the NRCS, the County, the State Association of RCDs, the Department of Conservation, and other RCDs.
- Ensures effective communication to all stakeholders, including Board of Supervisors, members of the public, landowners, and partners.
- Identifies obstacles and barriers to conservation programs and projects and works with the Board and partners.
- Represents the programs and point of view of MCRCD to agencies, organizations, and the general public.
- Ensures effective communication to all stakeholders, including Board of Supervisors, members of the public, landowners, and partners.
- Supervises and implements promotional and media activities for District programs with partners, to the community, and to the media.

Fiscal and Administrative Duties:

- Develops, manages, and monitors the District's budget as approved by the Board of Directors throughout the fiscal year, oversees accounting procedures, and supervises annual financial audit, ensuring responsible management of funds.
- Ensures statutes and government rules and regulations pertaining to or affecting MCRCD operations are followed.

- Oversees the development of budget projections and identifies needs and opportunities to ensure adequate funding to maintain and expand programs where appropriate.
- Identifies, supervises, supports and coordinates the seeking and writing of fund development efforts (e.g., grant proposals, fee for service work, etc.) to maintain the work of the District. Works with each Project Manager to review project status, fiscal and program responsibilities, and assist with fiscal forecasting.
- Approves all District contracts, subcontracts, and landowner access agreements. In conjunction with Board, has ultimate responsibility for proper administration of District grants.

Personnel and Board Relations:

- Supervises staff including developing job descriptions, recruiting, hiring, training, determining compensation, promotion, discipline and termination.
- Provides general support to staff, including program and project development, daily briefings, staff meetings, and annual performance reviews.
- Maintains transparent and effective communications with staff and serves as liaison between staff and Board.
- Acts as lead Human Resources liaison to MCRCDD's Personnel Subcommittee on all personnel related matters including disciplinary and performance issues, compensation, benefits, etc.
- Works with Board to develop policies and procedures as required. Proposes personnel policy revisions and updates to Board to comply with all local, state, and federal laws.

Skills and Qualifications:

- Bachelor's degree from accredited college or university in public or business administration, or natural resource management, or the equivalent (5 years minimum) in demonstrated experience.
- A minimum of three (3) years of professional experience in organizational management including staff, program, and financial supervision. Special district, small business, or non-profit organization preferred.
- Knowledge of budgeting and general accounting principles, and financial reporting requirements.
- Experience in organizational management with the ability to coach staff, manage and develop high-performance teams, and set and achieve strategic objectives.
- Experience with administrative, fiscal, human resources, and risk management principles and practices.
- Knowledge of functions, authorities, and responsibilities of Resource Conservation Districts and non-profits, including applicable federal, state, and local laws, codes, and regulations.
- Proficiency with current computer technologies, including Microsoft Office Suite, Dropbox, Google Docs, and social media platforms.
- Highly developed people skills and demonstrated experience in conflict resolution, working with stakeholders having diverse values, interests and backgrounds.
- Demonstrated ability to work with minimal direction and ability to prioritize and coordinate workload.

- Experience engaging and collaborating with diverse groups and stakeholders-
- Possesses passion, integrity, positive attitude, mission-driven, and self-motivated to accomplish goals.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative in the approach to business planning.
- Knowledge of natural resource management theory, protocols, and legislation.
- Experience with principles and practices of construction and service contract negotiations and administration.
- Successful work with a volunteer Board of Directors with the ability to cultivate new and existing Board member relationships.
- Experience managing a staff of up to 10 persons with a wide variety of technical expertise in the area of resource conservation.
- Experience with grant writing, budget development, tracking skills, and program management.
- Strong fundraising experience with the ability to engage a wide range of stakeholders and cultures.

The Executive Director is a full-time, exempt status position of the MCRCD. The ED is employed at will. Travel to attend meetings outside regular work hours is required. The successful candidate must possess a valid and active California Class C driver's license. This position is subject to a 180-day probationary period. Salary is commensurate with experience. MCRCD's compensation package includes fully paid employee health benefits, paid time off (in lieu of vacation/sick leave), 12 paid holidays, and a 3% contribution to a Simple IRA.

To apply, please submit resume, letter of interest, and at least three (3) current references to jobs@mcrcd.org.

For more information please contact:

Deborah Edelman
707-462-3664 ext. 106

DEADLINE FOR APPLICATIONS: Friday, December 15, 2017.

Position is open until filled. MCRCD is an equal opportunity employer.