

## District Manager Position Opening

The Wexford Conservation District is seeking a District Manager to lead the District and carry out the day-to-day operations of the District. The District is a local unit of government whose mission is to enable the citizens of Wexford County to be stewards of their natural resources.

The duties of this position include:

- Together with the board of directors, develop annual and long range plans of work, including the pursuit of options for new programming and additional funding
- Prepare agendas, financial reports, and minutes for monthly board meetings
- Conduct annual meetings and elections in compliance with state law
- Prepare annual budget and appropriations act
- Do all accounting, bookkeeping, and payroll to the standard where the District will successfully pass a GAS (Govt. Accounting Standards) audit
- Supervise, train, and manage all personnel functions for District employees
- Oversee grants to ensure that all deliverables are met
- Work effectively with the USDA-NRCS to deliver conservation services to the public
- Conduct the annual tree and plant sale in conjunction with the District Forester
- Conduct workshops for the public on conservation topics
- Carry out the school seedling distribution and education program
- Coordinate, edit, and write for the District's newspaper column and maintain the District's website
- Be a liaison to the community on agriculture and natural resources conservation matters including invasive species and household hazardous waste
- Review permit applications related to environmental laws, applications for state property tax abatement programs, and respond on behalf of the District
- Carry out other conservation programs as needed and as funded

This is a ¾ time position with the potential to become full-time. Starting wage is \$14-\$16 per hour depending on education and experience. Schedule is flexible, with occasional evening and Saturday work required. Overnight travel is required approximately five nights per year. Position is located in Cadillac, MI. Benefits include paid federal holidays, sick, and vacation time. The District does not offer a retirement program or health insurance at this time.

The ideal candidate will have:

- Experience in managing people and programs, and proven ability to effectively lead an organization
- Background in agriculture or natural resources (Bachelor's degree + work experience preferred)
- Outstanding written and oral communication skills
- Proficiency in Microsoft Word, Excel, PowerPoint, and QuickBooks programs
- Experience in writing successfully funded grant applications and administering grants
- Ability to understand, interpret, and apply state and federal laws
- Ability to be a self-directed, self-starter who can figure out what needs to be done and then do it
- Valid MI driver's license and use of personal vehicle (mileage reimbursement provided)
- Ability to pass a federal background check
- Ability to lift 25 pounds and able to walk over rough terrain

**To apply, send a resume and cover letter by March 11 to [theresa.williams@mi.nacdnet.net](mailto:theresa.williams@mi.nacdnet.net)**

*The Wexford Conservation District is an equal opportunity employer*