



JOB ANNOUNCEMENT
Executive Director
Full-Time 30-40 hours/week
Pay Depends on Experience – Range \$35-45/hr.

Who We Are

Resource Conservation Districts (RCD's) across California serve as local hubs for conservation, providing technical, financial and educational assistance to landowners, land managers, and community members to protect, restore, and enhance natural resources on private and public lands. The East Stanislaus Resource Conservation District supports Stanislaus County residents and farmers by providing education and resources to improve the overall health of our communities, our natural systems and agricultural legacy. The ESRCD is a local government unit that operates as a Special District within the State of California and is governed by a local Board of Directors. The ESRCD works in partnership with the Natural Resource Conservation Service (NRCS) and other state, federal and local agencies, and organizations within the San Joaquin Valley region to support environmental stewardship.

Position Summary

The Executive Director is responsible for the leadership and management of the ESRCD. They oversee the day-to-day operations and supervision of the ESRCD personnel at the office located in Modesto, California. The Executive Director coordinates ESRCD programs and activities; supports organizational and program development; secures funding through grants and agreements; and represents the ESRCD in dealings with agencies, elected officials and other organizations.

Duties & Functions

- Administer all aspects of the District's operations including maintenance of business files, periodic review and updating of policies, preparation of annual and monthly reports, coordination of monthly Board meetings, and any other administrative activities pertaining to District operations including supervision of any outside services.
- Staff management and supervision, including performance reviews for ESRCD staff. Coordinate leadership development, educational training, and informational events for ESRCD staff and Board members.
- Plan, initiate, and coordinate fundraising efforts for ESRCD programs and operations, including grant and contract agreement development, fee for service activities, and other means of financial support for the District.
- Represent ESRCD with the public on a variety of county-wide committees and meetings. Plan and carry out ESRCD partnership efforts at the local, state, and federal level. Work with Stanislaus County Landowners to address resource needs and implement grant, conservation easement and contract work as defined in the annually adopted ESRCD Annual Plan.

Skills & Qualifications

The Executive Director is the chief administrative officer of the East Stanislaus Resource Conservation District requiring the following education and experience. If you do not meet the job requirements listed, please tell us why you might be a good fit anyway:

- Commitment to the organization's mission, purpose, and values
- B.S., B.A., and/or M.S. degree in one of the following disciplines: Agricultural Sciences, Agribusiness, Conservation Planning, Forestry, Fisheries, Wildlife Biology/Ecology, Hydrology, Botany or Horticulture may satisfy OR equivalent education and experience (please elaborate in your cover letter).
- At least five (5) years' experience working in agriculture and/or the natural resources conservation field, with a minimum of three (3) years' experience working closely with agricultural communities.
- Ability to manage time effectively on multiple projects. Ability to communicate and work with a diverse range of people including private landowners and land managers, private contractors, government agencies, tribal staff and citizens, general public, news media, and partner resource professionals.
- Self-directed and organized with ability to work independently to meet multiple deadlines.
- Proven track record developing successful partnerships and productive working relationships with partners.
- A valid California driver's license

Supervision & Guidance

The Executive Director (ED) works under the supervision of the ESRCB Board President but exercises individual initiative in implementing ESRCB policies and programs. The ED provides technical guidance to ESRCB employees and other team specialists and reviews completed work for policy and technical soundness and conformance with District criteria. The President, with the concurrence of the Board, will evaluate the performance of the ED.

Working Conditions & Physical Demands

This position is a hybrid position working both in office and remote. Office work includes significant amounts of time working at a desk, using a computer; or standing.

Fieldwork will include working in and around such locations as farms and pasture, rangeland, rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Ability to navigate rough terrain in inclement weather on foot is essential. Work around large livestock may be required.

Appropriate attire shall be worn for these occasions.

This position may require work outdoors related to workshops, tours, farmers' markets, feed stores, agriculture tours, field days, and other ESRCB sponsored programs and events. These events may occur during inclement weather.

This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel may be outside the normal workday, overnight and may be as long as one week.

To perform the duties of this position, the Executive Director must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a valid driver's license is required. Although ESRCDC has some access to government vehicles, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on federal mileage rate).

Benefits & Compensation

Financial compensation for the Executive Director will be commensurate with applicable experience between \$35 to \$45 per hour.

In addition to paid legal holidays, workers compensation, and unemployment insurance, the ESRCDC provides vacation and sick leave as well as a comprehensive medical, dental and retirement benefits package. Eligibility for benefits varies and becomes available at certain times within and following probationary service period.

To Apply

To apply for this position, please email a resume/CV and a cover letter to Attn: HR at info@eaststanrcd.org. Applications will be accepted until the position is filled. The ESRCDC is an equal opportunity employer.