

The Montcalm Conservation District is seeking an individual with administrative and financial management experience to oversee all District operations, programs, activities and staff. Candidate must have administrative and financial management experience, good communication skills and the ability to work with the public. Current experience and proficiency in QuickBooks and a background in natural resources is highly desired.

Position is 40 hours per week, \$20 - \$24/hour starting wage commensurate with experience. Comprehensive benefit package including holiday pay, sick and annual leave, health insurance reimbursement, MERS retirement program, mileage reimbursement and more.

- Convey the District Mission: Protecting Montcalm County's natural resources through education, outreach and partnerships.
- Administer the business of the District: Responsibilities include but are not limited to: accounts payable, accounts receivable, all payroll functions, all related reporting requirements including periodic audits. Develop, maintain and follow annual budget. Draft agendas, record board meeting minutes and associated reports. Support and carry out all directives from the Board of Directors. Oversee and support day to day operations, develop/expand district programming and funding.
- Prepare and execute conservation product sales: Spring and Fall tree and native plant sales to include procuring stock, prepare order forms and related materials, coordinate all logistics of each sale including picking up stock from suppliers, packing and distribution to customers.
- Act as a main point of contact for the District: Function as lead office staff for public contact (telephone, in person, etc.), handle correspondence, attend meetings as the District representative, oversee planning of public events and outreach. Build, communicate and maintain partnership relations. Prepare annual report, maintain social media platforms.
- Maintain compliance with State of Michigan directives: Administer grants and ensure that all grant requirements are met, submit reports to appropriate agencies. Attend conferences as required, prepare annual meeting and carry out all election requirements for Board of Director members. Compile and update policies and procedures for the District.
- Manage District staff: Hire, train, supervise and evaluate all district staff. Encourage and support professional growth of staff, aligning aptitudes with program needs.

Other Qualifications

- Position requires a valid driver's license and will require a USDA-NRCS federal background check
- Must be able to work independently without supervision and to prioritize workloads to complete tasks within deadlines.
- Must be able to work with a variety of organizations, agencies and groups in a non- partisan manner while projecting a positive image of the district.
- Ability to maintain a high degree of confidentiality, along with diplomacy.

- A degree in business/financial management, agriculture or natural resources is preferred. Experience within business, nonprofit or governmental administration is highly desired.
- Ability to use a computer and experience in Google Platforms, Microsoft Word, Excel, Publisher and PowerPoint and social media platforms.

HOW TO APPLY

Submit cover letter, resume and references in a single PDF to: montcalmcd@macd.org with “Montcalm CD District Manager” in the subject line.

Application deadline: 4:00 P.M, October 25, 2024; position is open until filled.