



## SOTOYOME RESOURCE CONSERVATION DISTRICT

### JOB OPPORTUNITY

#### **POSITION: Executive Director**

The Sotoyome Resource Conservation District (SRCD) is seeking a staff person to work closely with the SRCD Board of Directors and staff to manage the day-to-day activities of the District. The Executive Director is in charge of all agency operations. The Sotoyome RCD is a public agency who values their staff and their commitment to finding solutions to natural resource issues.

#### **Background:**

The Sotoyome Resource Conservation District has been in existence since 1952. There are currently 4 fulltime employees with an annual budget of approximately \$900,000. Resource Conservation Districts were established nationwide by an act of Congress to facilitate resource conservation at the local level. The RCD works with the USDA Natural Resource Conservation Service (NRCS) to provide technical assistance to help landowners and resource users develop locally driven solutions to address a broad range of natural resource concerns, including watershed management and protection of water quality. We assist landowners, managers, and residents with resource conservation, restoration, and enhancement efforts and provide educational support to increase awareness of how our activities affect local watersheds. For more information on the Sotoyome Resource Conservation District visit our website at [www.sotoyomercd.org](http://www.sotoyomercd.org).

#### **POSITION DESCRIPTION:**

**Status:** This is a full time, exempt, salary position following the completion of a three (3) month probation period at an hourly wage.

**Rate of Pay:** Pay will be based on qualifications and experience. The salary range for this position is \$48,000 - \$58,000 annually.

**Benefits:** The Sotoyome RCD provides the following benefits: sick time, vacation pay, health insurance and retirement. Full benefits will be available after completion of the trial period of 3 months.

**Start Date:** Approximately September 5, 2006 (*Interviews August 14-18*)

**Work location:** The Sotoyome RCD office is located in Santa Rosa, CA. The majority of the work hours will be spent at the office location. However, it will be necessary to attend meetings both within the District boundaries and neighboring counties. The Executive Director will also be expected to attend Regional and Statewide conferences and other meetings as requested by the RCD Board of Directors.

**Examples of Duties to be performed:**

Business Management

- Manages all SRCD contracts with local, state, federal, nonprofit and other agencies to assure project compliance and successful completion. This includes issuing subcontracts, working with bookkeeper to track charges, monthly progress reports, and communication with Program Managers
- Oversight of agency insurance policies, making recommendation to the Board of Directors concerning continuation or change of policy status.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Fiscal

- Manages and monitors the agency budget as approved by the Board of Directors throughout the fiscal year and oversees bookkeeping procedures.
- Meets regularly with the Board President to provide fiscal information and ensure that agency fiscal matters are attended to in a timely manner.
- Provides a list of all bills for Board approval and monthly cash flow report summaries to the Board at monthly meetings.
- Provides all agency Program Managers with monthly fiscal data regarding their program responsibilities, answers questions and assists with fiscal forecasting.
- Works with bookkeeping staff to prepare invoices, implement annual audit,

Personnel

- Provides supervision to agency personnel including conducting and recording monthly staff meetings and annual performance reviews
- Assists the Executive Committee in the recruitment, selection and appraisal of agency staff.

Fund Development

- Works with the RCD staff and Board of Directors as needed to research grants, develop fee-for-service contracts, and foster relationships with potential funders

- Work with staff and Board of Directors to develop plan for sustainable long-term funding.
- Works with all staff to write and submit grants as needed

Public Relations

- Develop and maintains constructive relationships with the community, natural resource agencies, funders, business agents, financial institutions and program/project clients.

**DESIRED QUALIFICATIONS:**

- BA/BS in Business Administration, Ag. Business or similar experience
- Knowledge of agriculture, conservation and/or land use issues.
- Management experience in nonprofit or public agency
- Experience acting as a fiscal agent
- Ability to effectively act as the manager of a nonprofit/public agency
- Leadership skills clearly demonstrated by past achievements in a management level position.
- Ability to oversee agency fiscal needs and supervise fiscal staff
- Strong computer skills, including Word, Excel and Access
- Effective writing and public speaking skills
- Clear understanding of the mission and purpose of the organization.
- Ability to interact effectively with funding organizations and individual, members of the community and clients.
- Ability to work independently with minimal supervision
- Ability to meet task deadlines, file monthly reports and billings for work performed
- Requires a vehicle, good driving record and proof of automobile insurance

**Physical Requirements:**

Standing/sitting intermittently throughout the day, repetitive finger movements with computer use, limited bending and stooping. Able to drive for local and regional travel.

**APPLICATION PROCEDURE:** Send in a letter of interest, resume and/or list of qualifications along with a list of three references\*. Faxed information will not be accepted.

Sotoyome Resource Conservation District  
 Executive Search Team  
 c/o Ron Rolleri  
 549 Hart Ln.  
 Sebastopol, CA 95472

\* References should be organizations or individuals who are familiar with your ability to implement the aforementioned duties.

**FINAL DATE FOR FILING: August 9, 2006**