



Two Rivers Resource Conservation & Development (RC&D) Council, Inc.

Job Opening Executive Director

This is an advertisement to fill a vacant Executive Director's position with Two Rivers RC&D Council, which is a non-profit 501(c)3 serving 14 counties and 4 Soil and Water Conservation Districts in West Georgia. The Council has an Executive Board of 8 members selected for a 1-year term. The employees of the RC&D consist of an Executive Director and an Administrative Assistant. The mission of the organization is "To work together with the local people we serve and the conservation districts to improve our communities by exploring opportunities for community growth and development and by seeking solutions to the problems we may face."

JOB SUMMARY

The Executive Director reports to the LaGrange, GA headquarters and is accountable to the Executive Board. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director implements the policy directives emanating from the Executive Board and assumes the overall leadership role in guiding all administrative, fiscal, and program activities. Performs other related duties as assigned. Salary is commensurate with experience and education.

MAJOR DUTIES

Ensure the organization has a long-range strategy that results in timely and consistent progress.

Implement the strategic goals and objectives of the RC&D and collaborate with appropriate organizations to realize its mission and financial objectives. The Executive Board assigns work in terms of goals and objectives, and reviews work semi-annually through conferences, reports, and observation of activities.

Develop an inventory of projects worthy of receiving technical or financial assistance, while overseeing the day-to-day administration and operation of all programs and projects.

Prudently manage the Council's resources within budget guidelines according to current laws and regulations. Ensure that all projects are delivered on-time, and within scope.

Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations. Assure the organization and its mission, programs, products, and services are consistently presented in strong positive image to relevant stakeholders ensuring technical feasibility. Identify and secure state, federal, and non-governmental funding resources.

Begin new or redesign current programs in response to effectiveness and changes in the needs of the organization; oversee any such changes or new programs to ensure that project implementation proceeds according to approved plans.

Establish sound working relationships and cooperative arrangements with local governments, community groups, and organizations.

Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Marketing/Program Growth: Attend at least one county commission meeting in each county in the council area during the first year of employment and attend area Soil and Water Conservation District meetings as deemed necessary.

Speak to organizations, such as civic clubs, to explain the RC&D Program and its benefits to the region. Prepare, and present the Annual Plan of Work for Executive Board approval by September 1, each year.

Arrange for programs and hosting of Executive Board Council meeting and the Full Council Board meeting, as needed. Promote active and broad participation in all areas of the council's programs, and generate, Request For Proposals (RFP) as required.

FINANCIAL RESPONSIBILITIES

- Generate annual budget for Board approval.
- Develop and maintain sound financial practices.
- Participate in annual financial audit.
- Ensure the compliance of all reporting and audit requirements of those agencies with which the RC&D interacts.
- Review bank statements and monthly financial reports weekly.
- Ensure that adequate funds are available to permit the Council to carry out its work.

GENERAL OVERSIGHT

Serve as point of contact, respond to requests from local governments/organizations, and follow up as appropriate.

Monitor the progress of projects and assignments to ensure that appropriate schedules are maintained. Inform Executive Board of problems, and opportunities associated with all aspects of the RC&D Program within the Council area.

Present Executive Director's Report at quarterly Executive Board meetings and semi-annually Full Council meetings, and keep the board fully informed on the condition of the council and all-important factors influencing it.

Develop and ensure personnel policies are followed.

Prepare or complete various forms, reports, correspondence, manuals, reference materials, or other documentation; review, complete, process, forward or retain as appropriate.

Contacts are typically with coworkers, elected and appointed officials, vendors, financial advisors, state auditors, media representatives, business owners, bankers, developers, and the general public.

Performs other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

The ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Strong verbal and written communication skills that will assist with the grant writing process including researching and compiling information needed to apply for various grant programs, and be familiar with project scope, budget, contracts, and project follow-up. Experience in public speaking is a plus.

The ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

The ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assignment objectives.

The ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information.

Self-motivation and the ability to work with minimal supervision.

Computer literate – accomplished in programs including but not limited to Word, Excel, and PowerPoint.

Knowledge of budget development and management principles.

Knowledge of Grant writing processes.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field: environmental or agricultural background preferred.

Work Experience to thoroughly understand the diverse objectives and functions of the subunits in the organization to direct and coordinate work within the organization, usually interpreted to require three to five years of related experience.

Experience in governmental administration, public administration, planning, economic development, or related field.

Understanding of not-for profits and experience working with boards of directors and volunteers is particularly helpful.

Must have background in direct personnel management and knowledge of the same. Background in municipal or county management and knowledge of local government administration is a major complement to this position due to the vast amount of work with local government management.

Knowledge of state and federal government, officials, programs, funding, etc., is also of great importance to this position.

Must possess a State of Georgia driver's license or ability to obtain one within 30 days.

Must be bondable, a clean criminal background check and drug screen, subject to future random drug screening.

ADA COMPLIANCE (PHYSICAL DEMANDS / WORK ENVIRONMENT)

Physical ability: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, climbing or stooping. The employee frequently lifts light and occasionally heavy objects.

The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Tasks may involve extended periods of time driving as necessary.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Two Rivers RC&D Council is an equal opportunity provider and employer.

BENEFITS

Salary and benefits are negotiable as follow:

- Option 1: "CONTRACT" possible annual salary ranges from \$50 – \$60,000 no benefits.
- Option 2: "SALARY" employee position with health and retirement benefits possible annual salary ranges from \$50 – \$65,000.

SUBMIT ELECTRONICALLY

Submit the following information electronically to tworiversrcd@hotmail.com.

- Resume
- Three (3) Personal References
- Three (3) Work References
- One (1) brief (1-4 pages) sample of your writing (a grant application, an article, a letter, etc....)
- Position will remain open until filled