

South Dakota Association of Conservation Districts, Inc.

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Web: [sdconservation.org](http://sdconservation.org)  
E-mail: [sdoffice@sdconservation.net](mailto:sdoffice@sdconservation.net)  
1-800-729-4099 or 605-895-4099

# Vacancy Announcement

## Executive Position

### assigned to the South Dakota Grassland Coalition

**OVERVIEW:** The Executive Position is a new full-time staff position assigned to further the growth, goals and objectives of the South Dakota Grassland Coalition (SDGC), an organization of private landowners and managers focused on collaborative conservation efforts across South Dakota with an emphasis on grass resources. The Executive Position shall be a seasoned professional who understands landowner and land stewardship issues, is familiar with public agencies, possesses good business sense, and is eager and passionate to help develop a dynamic organization. The successful candidate must have the capacity to work both collaboratively and independently, must take initiative, must be comfortable communicating effectively in various venues including but not limited to public speaking, boardrooms, and 'across the fence' with a variety of audiences and special interest groups. This is a field-based position that will require a flexible work schedule and regular travel within SD and occasional out-of-state travel. Office structure and location are flexible but must be within SD and is subject to approval. Salary range is \$80,000 - \$100,000 depending on experience. Paid personal leave, retirement, and single person health insurance are provided as benefits by the Association.

Submit a 4-part application package to:  
South Dakota Association of Conservation Districts at [sdoffice@sdconservation.net](mailto:sdoffice@sdconservation.net).

Application package must include:

- Cover letter with emphasis on demonstrating evidence that the candidate meets both the required qualifications and characteristics of a successful candidate listed in this vacancy announcement and position description.
- Resume
- Degree transcript(s)
- Three references familiar with the candidate's professional accomplishments.

Vacancy announcement & related materials (Acrobat file) are also posted at [www.sdconservation.org](http://www.sdconservation.org)

**APPLICATION DEADLINE IS: July 15, 2016**

For more information on the South Dakota Grassland Coalition,  
go to [www.sdgrass.org](http://www.sdgrass.org) or contact Jim Faulstich, chair: [faulstich@venturecomm.net](mailto:faulstich@venturecomm.net)

See attached for complete position description.

**Position Description - Executive Position  
assigned to assist the South Dakota Grassland Coalition  
South Dakota Association of Conservation Districts**

**Introduction:**

The Executive Position is dedicated to furthering the growth, goals and objectives of the South Dakota Grassland Coalition (SDGC).

**Duties:**

- Work with the SDGC chair and board, as well as with SDGC staff and volunteers and agency or partner staff.
- Manage the operations of SDGC, implementing an annual work plan that will be mutually set by the SDGC Board, project coordinators, and the SDGC Executive Position.
- Plan and produce meetings and other events in conjunction with SDGC staff.
- Build membership, activities, and influence through a variety of strategies and partnerships, including participation in collaborative conservation efforts that will include SDGC priorities.
- Plan/support regular SDGC board meetings and conference calls.
- Provide support as needed to SDGC board members and committees.
- Help maintain clear and open communications between other team coordinators, the SDGC board, SDGC committees, and partner organizations.
- Work with SDGC board on developing and implementing a strategic/business plan.
- Support SDGC board in maintaining official records and documents and assuring compliance with federal and state laws and regulations.
- Maintain a working knowledge of significant developments and trends in the field of private/public landscape conservation with a focus on SD grass resources."
- In coordination with the SDGC board, develop a fund raising plan that includes private foundation grants, government grants, individual donations and potential corporate/business partnerships. Administer budget and funding plans in conjunction with appropriate conservation partner organizations.
- Monitor SDGC's annual budget.
- Work with partners to advance collaborative grassland conservation programs throughout SD.
- Develop capacity, resources, and policy to promote specific collaborative grassland conservation programs.
- Prepares work schedule in consultation with supervisor and SDGC chair. Keeps and maintains all required time and activities records, and prepares reports as required.

**Knowledge and Abilities Required:**

- Five years of executive or advanced leadership experience.
- Experience and understanding of the collaborative/ community based landscape conservation model.
- Experience and credibility working with a wide range of landowners and managers of working landscapes, including but not limited to ranchers, farmers, owners and operators, agencies, and non-government organizations
- BS degree or higher in natural resources related field is desirable, but other degrees will be considered.
- Experience and success in fund raising and budget management.
- Experience and familiarity working with state and federal agencies and non-governmental organizations (NGOs).
- Excellent organizational and communication skills (verbal and written)
- Ability to organize and plan work and to perform with minimal day-to-day direction.
- Ability to work as a member of a team.
- Knowledge of appropriate safety practices and procedures.

**Supervision:**

The supervisor of this employee is the South Dakota Association of Conservation Districts with day-to-day oversight provided by the board of directors of the South Dakota Grassland Coalition..

**Personal Contacts**

Personal contacts are primarily with agricultural producers, public officials, non-governmental organizations and rural and community residents.

**Physical Demands**

The employee's duties include farm/ranch sites or rough terrain, and may involve lifting, hauling, and stretching. Operation of a motor vehicle is required. Employee must possess a valid driver's license or equivalent and maintain a safe driving record.

**Work Environment**

Work at this level is a combination of indoor and outdoor activities. Work may involve exposure to heavy farm machinery. In certain sites, the work may involve wearing protective gear and clothing.