

# **Washington Association of Conservation Districts**

## **Deputy Director Job Description**

The Washington Association of Conservation Districts (WACD) Deputy Director (DD) is responsible for expanding the capacity of WACD, continuing to improve WACD's responses to the needs of members, addressing the increasing focus on voluntary conservation, and providing additional resiliency to WACD. This includes seeking new business and partnership opportunities that may bring additional resources (financial and other) to WACD. The DD shall also work to raise understanding and increase the effectiveness of conservation district supervisors in their roles of governance, accountability, and advocacy. The DD will partner closely with the Executive Director to chart WACD's future growth and strategic response to challenges faced by conservation districts and to the system of locally-led conservation. WACD is a voluntary, nonpartisan, and non-governmental 501(c)(6) association. Its mission is to serve as the collective voice of conservation districts and to advance the purposes of conservation districts and their constituents by providing leadership, advocacy, representation, influence, information, products, and services while protecting and advancing the locally-led principle.

The DD position is a full-time exempt position. Travel is expected with the potential for multiple overnight trips per month. Direct supervision is provided by the WACD Executive Director (ED).

### General/Management

- Lead the Development of an Annual and Long-Range Strategic Plan.
- Lead the Development of an annual budget and program of work for the Association that is consistent with the Annual Plan, the list of priority advocacy items, and the Association's internal and external objectives.
- Partner with the ED in essential internal leadership activities (human resources, administration, organizational planning, and staff development).
- Coordinate WACD operations, including EC meetings, Board of Directors meetings, and resolution tracking.
- In partnership with the ED, develop thought leadership around specific topics/emerging issues and communicate that information to the Executive Committee and Board.
- Lead the development and maintenance of policies and procedures related to operations and employment practices.
- Partner with the ED, Treasurer, Finance Committee, and Board to ensure that the Financial Policy and Procedures Manual and effective internal controls are followed, assuring the fiscal integrity of the organization.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities, including the recommendations made in the most recent audit.
- Partner with the ED to develop and facilitate ongoing training for good governance practices for the EC and Board.
- Serve as a spokesperson for the Association in the direct implementation of the DD duties or as directed by the ED. The DD may be called upon to testify in support of WACD resolutions and priorities.
- Serve as the Acting ED when the ED is unavailable or as requested by the ED.

- Partner with the ED in ensuring that the policies, directives, and programs authorized by the Board of Directors and overseen by the EC are carried out.
- Monitor organizational contracts and alert the ED of any issues.
- Partner with the ED as needed to set priorities for travel.
- Work with the staff in Bow to promote the WACD Plant Materials Center.
- Participate in staff meetings.
- Timely submission of work records and reports.

#### Education/Engagement

- Assist with planning and facilitating the Annual meeting of the Association.
- Provide effective and timely membership communication and support (e.g., through newsletters, websites, and other WACD publications).
- Visit and engage with conservation districts, attend Conservation Commission meetings, attend the six area meetings, and other opportunities to maintain and strengthen the work of the Association.
- Provide support to assigned WACD permanent and temporary workgroups, committees, and task forces.
- Provide support for and oversight of assigned supplemental services to districts (e.g., training opportunities, email, IT, and legal services support).
- Partner with and support NRCS in fostering the relationship between conservation districts and tribes.
- Function as WACD's internal lead on equity and inclusion.
- Assist with coordinating WACD advocacy efforts, including Legislative Day, to help districts convey important messages to state legislators.
- Partner with the ED and staff to prioritize and implement advocacy items for the Association.
- Develop and maintain positive, productive working relationships with legislators, legislative staff, key state agencies, and the Governor's office that enable the Association to be successful in achieving the advocacy priorities of the Association.
- Build coalitions with partners and stakeholders in support of the advocacy priorities of the Association.

#### Development

- Develop and maintain positive working relationships with the Washington State Conservation Commission (WSCC), Natural Resources Conservation Service (NRCS), Washington Association of District Employees (WADE), Center for Technical Development (CTD) and other WACD partner organizations.
- Participate in partner workgroups and committees to stay apprised of issues and opportunities impacting CDs.
- Represent WACD at National Association of Conservation District meetings and other partner meetings, as directed.
- Work with state, federal, and non-government organizations to build and strengthen partnerships and to build support for WACD and its priorities.
- Seek new business opportunities for WACD that may diversify WACD's income stream or add to WACD's operating revenue.

## **Key Experiences & Competencies**

A combination of education, professional, and lived experiences will be considered when assessing the key and desired competencies:

- Bachelor's Degree in a related field.
- At least five years of management or administrative experience in a conservation district.
- Working knowledge of...
  - Title 89.08 Revised Code of Washington.
  - Legislative processes in Washington State.
  - Management and administration of conservation districts in Washington State.
- General knowledge of...
  - State Auditor's Office audit procedures for conservation districts.
  - Local government employment policies and procedures.
  - Developing and performing performance reviews of staff.
- Thorough knowledge of...
  - Budget development and administration.

## **Desired Experiences & Competencies**

- An advanced degree is preferred, but ten years or more of applicable job experience may substitute for an advanced degree.
- At least two years of experience as a conservation planner or technician.
- At least five years of experience functioning as a manager or assistant manager in a natural resource or conservation-related position.
- At least five years of experience writing and managing grants from state, federal, and/or private grantors.
- Working knowledge of state and federal permit requirements for conservation projects.
- Working knowledge of operating a nonprofit entity.
- Working knowledge of payroll administration.
- General knowledge of developing various conservation plans.
- General knowledge of developing strategic plans and annual plans of work.
- General knowledge of effectively working with people to find common cause in the voluntary implementation of conservation practices.
- General knowledge of publishing materials electronically and in print.
- Thorough knowledge of managing technical/professional staff and volunteers.

## **Working Conditions**

The DD will generally work about 90% in an office or home office environment, with 10% in outdoor, travel, and conference/meeting environments. Essential job duties will require the ability to drive for up to six hours in varying conditions. Driving will generally occur during daylight hours but may occur at night, particularly during winter months.

The DD will be expected to occasionally take overnight trips for work, and a few times a year, these trips may last for three or more days. On average, no more than a few nights a month will be spent away from home.

The DD must be able to carry, unassisted, a box of up to 20 pounds for up to 5 minutes at a time. This requirement is most critical during the WACD annual conference and business meeting for set-up and take-down activities.

The DD must be able to walk on rough and uneven terrain for up to two hours at a time.

**ADA Statement**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.