



Association Coordinator or Executive Director.

Georgia Association of Conservation Districts (GACD) is a 501 (c) (3) organization representing the 40 conservation districts across Georgia. We are seeking a qualified individual for the position of Association Coordinator or Executive Director. The title and salary will be dependent upon individual's experience and qualifications.

General Scope of Position:

Provide day-to-day support for the association and association officers. Develop and implement the GACD Strategic Plan and Annual Work Plan. Provide onsite consultation with Districts and District Supervisors on Association initiatives, engage with Conservation Districts statewide and expand agreements to all Districts as funding is available. Plan and coordinate meetings and events, including Summer Group Meetings, Annual Meeting, Summer Supervisors' Training, and other events. Develop and maintain relationships and communications with GACD Board, Executive Board, Districts, individual SWCD leadership, Conservation Partnership leadership, and other partners. Oversee and manage all agreements between GACD and other partners. Develop and coordinate a general marketing and public relations initiative. Direct the development of fund raising and grant proposals. Manage the Association

Qualifications:

- Communications – excellent written, verbal, & computer skills, self-motivated, knowledge of agriculture, urban conservation and natural resource conservation on private lands, vision and leadership skills, exceptional organizational skills, ability to coordinate and facilitate large and small meetings, ability to organize and manage office, familiarity with 501 (c) 3 rules and guidelines, proficient in Microsoft Office software, knowledge of budget management, ability to manage and direct volunteer programs

Position Requirements:

- Candidate must have Bachelor's Degree in agriculture, conservation, natural science or related field; or equivalent job-related experience or training. Some evening, limited weekend, and after hours work. Some statewide travel with limited out of state travel. Use of personal auto on the job with mileage reimbursement. Valid Georgia driver's license

Compensation: \$ 38,000 to \$ 50,000; Negotiable and commensurate with experience and education. Mileage and "out of pocket" travel expense reimbursed. Location inside Georgia is flexible. Deadline for applications is 12/15/2016.

An expanded Job Description is available to applicants deemed qualified by the Search Committee.

Please mail resume and documentation to: GACD P.O Box 1134 Ringgold, GA 30736 or submit electronically to jobs@gacd.us