

Employment Position Open: District Manager

Full-Time, Permanent Position

Posted July 19, 2024

To apply, please submit a resume and cover letter to anchoragewcd@gmail.com. The position will remain open until it is filled, with the first review of applications beginning on August 21, 2024. Short-listed applicants will be asked to provide references.

Who We Are: Conservation Districts are organizations that work with landowners and a variety of other partners and funding agencies to conserve and promote healthy soils, water, forests and wildlife. The Anchorage Soil and Water Conservation District (ASWCD) is one of 11 conservation districts in Alaska and is focused on the largest urban area in the state. Our mission is 'helping people care for our forest, land, and water'. Thanks to the hard work of our Board and staff, we have grown into a vibrant organization with 7 employees and 4 programs. Our programs include Urban Agriculture, Invasive Species, Native Plants, and Cooperative Work on Joint Base Elmendorf/Richardson with opportunity for program expansion. We aspire to strategically add programs as we identify conservation needs and funding. We are a flexible, fun, and caring organization dedicated to making Anchorage a healthier, more sustainable place to live, work, and play.

Duties:

- Lead a team of 7 staff to meet program goals and provide mentoring and opportunities for professional growth.
- Collaborate with the Board to set vision, policy, and strategy for the organization.
- Organize monthly Board Meetings and prepare financial and programmatic reports each month.
- Oversee District finances, working closely with the Administrative Assistant and Treasurer.
- Maintain a culture of transparency, trust, inclusivity, equity, and empowerment.
- Maintain relations of trust with funding agencies and partner organizations; work collaboratively to accomplish shared goals.
- Review all grant reports, outreach materials, and proposals for alignment with mission and program goals, realistic budgets, and achievable objectives.
- Work with the Board and Program Leaders to identify new conservation initiatives and bring in diverse funding.
- Liaise with other Alaska Districts, the Alaska Association of Conservation Districts (umbrella organization for all Conservation Districts in Alaska), and the National Association of Conservation Districts.

Minimum qualifications:

- 5 years supervisory experience and 2 years as the director or assistant director of an organization.
- Bachelor's Degree in a natural resource, public administration, or related field.
- Competency with Microsoft Office programs, especially Excel, and data management experience.
- Understanding of grant management, nonprofit accounting, and financial management practices.
- Skill collaborating with diverse groups and maintaining harmonious relationships with funders, members, and public.
- Organizational skills, attention to detail, and ability to think strategically.
- Skill troubleshooting issues and willingness to ask for help when needed.
- Ability to organize and prioritize tasks, and to adapt as circumstances change.

- Ability to work independently and as a team member, and to self-motivate.
- Experience in writing for a variety of audiences and editing the work of others.
- Experience in grant writing and fund raising.

Desired qualifications: Competency with QuickBooks Online. Knowledge and experience with natural resources conservation in Alaska. Understanding of environmental and conservation issues and solutions. Experience managing staff and adding workflow capacity with growing organizations.

Hours, Wages, and Benefits: This position is 40 hours per week with an annual salary of \$65,000-\$80,000 depending upon experience. This will be a permanent year-round position with Paid Time Off and holidays. We currently do not offer health insurance or employer contributions to retirement but are researching options to provide more benefits for staff. Our office is located at 911 West 8th Avenue, Suite 101 in downtown Anchorage.