

POSITION DESCRIPTION

SPECIAL PROJECTS DIRECTOR

Soil and Water Conservation Society
December 2017

SCOPE

This is an exempt position under the supervision of the CEO. The person is responsible for development and implementation of special projects to advance the Society's mission with special emphasis on conservation science and public affairs. The person coordinates the dissemination of project results through SWCS position statements, presentations, and outreach activities as a technical resource for the SWCS. This person represents the SWCS at meetings and to partners.

MAJOR DUTIES AND RESPONSIBILITIES

- A. Project Management: Direct implementation of SWCS special projects. Ensure projects are completed on time, within budget, and meet obligations and purposes of sponsors. Prepare, disburse, and monitor project budgets. Complete progress reports according to specifications of sponsors. The initial project activity is the implementation of the following special projects over the course of the next year:

Telling the Story of Soil Health and Water Quality Conservation Practices—A Conservation Media Library: The project develops a complete set of multimedia tools that can be used in Iowa conservation district programs to introduce farmers to soil health and water quality protection practices and systems.

Watershed Academy: The project seeks to develop, test, and implement training curriculum and modules for watershed project coordinators, managers, and conservation leaders to improve the effectiveness of water quality protection projects.

Watershed Project Evaluation Assistance: The project seeks to expand the extent and increase the effectiveness of edge-of-field practices by determining the current state of knowledge, training, and technical assistance available to provide guidance that supports expanded adoption of edge-of-field practices.

Optimized Water Quality Wetlands Integrated with In-Field Nutrient Management Practices: The project seeks to integrate in-field management practices with edge-of-field wetlands to provide a combined approach demonstrating the utility of pairing these activities together to reduce in-field nutrient losses and provide edge-of-field treatment.

- B. Development: Developing ideas for special projects to achieve the mission of SWCS will be KEY to the sustainability of this position. Drafting concept papers, developing

grant proposals, and assisting the CEO with fundraising for special projects across the nation will be an initial and major responsibility of this position.

- C. Policy Coordination: Develop and maintain SWCS position statements. Work with CEO and Board of Directors to identify issues needing development as position statements. Update and revise existing statements as needed.
- D. Outreach: Develop and implement communications plans to disseminate results of special projects. Maintain and update public affairs, conservation science, and special project information on the SWCS website in cooperation with SWCS webmaster. Maintain coordination and liaison on public affairs and conservation science with other professional societies and conservation organizations.
- E. Technical Resource Support: Provide technical support on conservation science and public affairs to enhance ongoing activities of the Society including professional development, annual conferences, and publications. Serve as resource person for senior staff and the Board of Directors.
- F. Team Membership: Assist, as needed, with all aspects of the organization including, but not limited to, events; policy; member relations; fundraising; and board, committee, budget, and organizational development. This employee may be asked to travel occasionally. Represent SWCS at meetings to partners, at times in place of the CEO.

POSITION RELATIONSHIPS

- A. Partners and Customers: High contact with project partners and customers. Interacts with partners and customers in explaining special projects and SWCS positions and activities in conservation science and public affairs.
- B. Governing Structure: Interacts directly with the CEO, staff, and SWCS standing committees to carry out major duties.
- C. Government and Grantors: Prepares information for submission to relevant agencies, foundations, corporations, and other organizations providing financial support to SWCS projects. Answers questions, as appropriate, through direct contact with financial sponsors of SWCS programs and projects.
- D. Public: Interacts with representatives of conservation organizations, professional societies, and other groups whose missions are compatible with that of SWCS. Responds to requests from the public and organizations interested in the Society's work in public affairs and conservation science.

QUALIFICATIONS

Candidates should have the following minimum qualifications:

- Bachelor of Science degree in agriculture, natural resources, or related field
- Experience in grant writing and reporting
- Strong written and verbal communications skills, as the majority of duties involve interacting with partners and clients
- Time management and multitasking skills
- Problem-solving and critical thinking skills
- Excellent organizational skills and attention to detail
- Ability to work as part of a team as well as independently

SALARY AND BENEFITS

Competitive salary commensurate with experience. Attractive benefit package.

DURATION

The duration of this position is dependent on funding. One year of funding is secured. Employee will be responsible for identifying and pursuing grants and funding with support from the CEO. Potential to continue is strong.

HOW TO APPLY

Open until filled. Interviews will begin January 10, 2018. Please submit the following materials to jody.ogg@swcs.org.

- Resume
- Cover letter
- 3 references
- 1 writing sample (3 pages max) that best illustrates your qualifications for this position