

## Southwest Conservation District, Inc.

Northeastern Research Station  
51 Mill Pond Rd, Hamden CT 06514  
(203)-287-8179

E-mail [swcd43@sbcglobal.net](mailto:swcd43@sbcglobal.net) Website [www.conservect.org/southwest/](http://www.conservect.org/southwest/)

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*Building a Conservation Partnership since 1946 with  
Municipalities, Landowners and Cooperating Agencies: State and National  
Servicing New Haven and Fairfield Counties*

### Notice of Hiring for Executive Director

The Southwest Conservation District in Connecticut is seeking to hire a new Executive Director. This is a permanent full-time position that provides leadership and management to carry out the mission, policies and goals of the District and in accordance with the statutory requirements and regulations. Responsibilities include oversight and coordination of a wide range of administrative, programmatic and outreach/education activities.

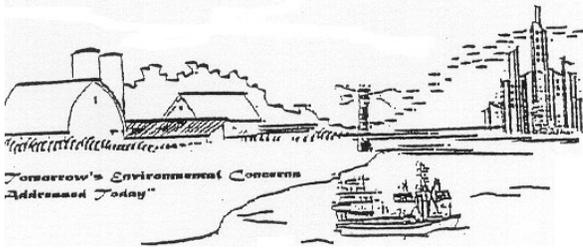
The Executive Director manages the day-to-day operations of the District and implements programs as outlined in the annual plan adopted by the District Board of Directors. The ED will oversee and provide technical assistance and education directly to local municipalities, farmers, and other landowners on soil and water conservation. The ED will work closely with the all of Connecticut's Conservation Districts, the CT Council on Soil and Water Conservation, USDA Natural Resource Conservation Districts and the CT Resource Conservation and Development Council as part of the core Conservation Partnership in Connecticut. This also includes coordination with other state, federal and local organizations that work on soil and water conservation and other natural resource conservation programs.

The position requires a Master's in natural resource management or related field and 3 years of experience in program management. Five years of relevant experience may be substituted for an advanced degree.

Preference will be given to candidates that demonstrate a working knowledge of soil and water conservation issues including soil health, erosion and sediment controls, watershed management, storm water management, wetlands protection, farmland preservation, agricultural best management practices, and water quality best management practices. (see attached for full job description).

Annual salary range is \$48K-\$60K

Interested candidates should send their resume with a cover letter to: Denise Savageau, SWCD Secretary at [dmsavageau@gmail.com](mailto:dmsavageau@gmail.com) no later than March 18, 2019.



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## Southwest Conservation District Executive Director - Job Description

The Executive Director is a permanent full-time position of the Southwest Conservation District (District) in Connecticut. The primary role of the Executive Director is to provide leadership and management to carry out the mission, policies and goals of the District and in accordance with the statutory requirements and regulations. Responsibilities include oversight and coordination of a wide range of administrative, programmatic and outreach/education activities.

The Executive Director manages the day-to-day operations of the District and implements programs as outlined in the annual plan adopted by the District Board of Directors. The ED will oversee and provide technical assistance and education directly to local municipalities, farmers, and other landowners on soil and water conservation. The ED will work closely with the all of Connecticut's Conservation Districts, the CT Council on Soil and Water Conservation, USDA Natural Resource Conservation Districts and the CT Resource Conservation and Development Council as part of the core Conservation Partnership in Connecticut. This also includes coordination with other state, federal and local organizations that work on soil and water conservation and other natural resource conservation programs.

## Key Responsibilities

### Administrative:

- Coordinate and attend all meetings of the District including development of agenda and minutes in consultation with the Chair.
- Responsible for all Freedom of Information Act requirements including posting of meeting agenda and minutes.
- Prepare annual budget and operations plan in consultation with and approval by the District board.
- Prepare and publish an annual report for approval by the District board.
- Direct annual funding requests to local municipalities to support technical assistance programs.
- Develop and apply for grants as directed by the Board to support programs.
- Manage grants, including timely submittal of deliverables, payment requests and reporting to meet grant requirements.
- Develop and manage other revenue generating programs (e.g. plant sale)
- Assist with organizational and board development.
- Hire and supervise contractors, interns, and volunteers.
- Coordinate with CT Council on Soil and Water Conservation, the CT Association of Conservation Districts, the other conservation districts, and USDA NRCS as part of the core conservation partnership team in Connecticut including attending meetings as directed by the Board.
- Coordinate with CT DEEP, CT DOA, CT DPH, US EPA, and other state and federal agencies as needed.

### Programmatic:

- Provide direct technical assistance to municipal land use agencies including reviewing proposed development plans for impacts to wetlands, wetland delineations, erosion and sediment control, and storm water management.
- Provide direct technical assistance to farmers and other land owners in coordination with USDA NRCS on conservation planning and various natural resource concerns.
- Coordinate watershed management activities related with local municipalities, state and federal agencies and NGOs. Specifically manage the EPA 319 grants with DEEP.

- Provide assistance related to open space and farmland protection to municipalities, landowners, and other land protection groups and agencies.
- Coordinate locally led assessment of the resource needs in the District to help set priorities for state and federal resources including USDA NRCS.
- Develop and provide outreach and education programs for the District including website, publications, workshops, and training.
- Promote and participate in the Connecticut Envirothon program for high school students.
- Coordinate other programs as directed by the Board.

### **Educational Background/General Experience**

The position requires a Master's in natural resource management or related field and 3 years of experience in program management. Five years of relevant experience may be substituted for an advanced degree.

Preference will be given to candidates that demonstrate a working knowledge of soil and water conservation issues including soil health, erosion and sediment controls, watershed management, storm water management, wetlands protection, farmland preservation, agricultural best management practices, and water quality best management practices.

### **Skills and Experience**

- Must be a self-starter with strong administrative and supervisory skills.
- Must have knowledge of the "landscape" of natural resource conservation in Connecticut including and appropriate regulations and policies.
- Have a working knowledge of soil and water conservation including soil health, watershed management, storm water management, farmland preservation, agricultural best management practices, water quality best management practices, and Long Island Sound.
- Have demonstrated success with grant writing and fundraising.
- Possess excellent communication and interpersonal skills and be experienced in public speaking.
- Must be proficient with office type computer applications; and good time management and organizational skills.

### **Licenses and Certifications**

- Must have a valid CT driver's license.
- Certified Professional in Erosion & Sediment Control (CPSEC) – preferred or ability to acquire
- Professional Soil Scientist – preferred or ability to acquire.

Supervision: The Executive Director reports directly to the Chair of the District.

### ***Background on the Southwest Conservation District***

*The Southwest Conservation District (SWCD) is one of five soil and water conservation districts in Connecticut established by state statute to assist the Commissioner of the Dept. of Energy and Environmental Protection on all matters relating to soil and water conservation. We work closely with the CT Council on Soil and Water Conservation, which was established at the same time to coordinate the programs of the five districts. All conservation districts in Connecticut are overseen by a Board of Directors and are incorporated as 501 (c) 3 organizations.*

*The SWCD is part of a nationwide network of over 3,000 districts that were established as a result of the dust bowl era to provide local support for soil and water conservation working closely with USDA Natural Resource Conservation Service (NRCS). As such we are a member of the CT Association of Conservation Districts and the National Association of Conservation Districts. We work closely with the Connecticut Conservation Partnership that includes all of Connecticut's conservation districts, the CT Council on Soil and Conservation, and the USDA NRCS, CT Resource Development and Council.*