



National Association of RC&D Councils, Inc.

## **REQUEST FOR RESUMES**

Position Title: **Chief Executive Officer**

Status: **Part-Time (with full-time potential); Independent Contractor or Employment Contract**

### **General Responsibilities:**

- Develop a five-year financial development strategy for operating funds.
- Lead branding and marketing efforts, advocating for the RC&D "Brand" with traditional and new partners.
- Working with the Board, develop and implement effective member recruitment and retention strategies, leading to steady growth in membership.
- Monthly updates to the Board of Directors on NARC&DC activities.
- Support member Councils strengthen their leadership role locally and regionally.
- Oversee communications and press operations.
- Direct fundraising activities, with a focus on unrestricted funds.
- Oversee administration and operation of NARC&DC under the supervision and direction of the President.
- Implement NARC&DC policies, programs and procedures as established by the Board of Directors and Executive Board.
- Interact with NARC&DC Board of Directors and provide opportunities for board development.
- Assist the Board in developing and implementing strategic plans and evaluating the effectiveness of resulting programs and initiative.
- Oversee all NARC&DC financial operations and reporting, in coordination with the NARC&DC Treasurer.
- Plan, oversee and manage NARC&DC conferences and events, including board meetings, biennial convention, and topical conferences.
- Develop and maintain working relationships with NARC&DC's various partners, federal entities, members and other conservation stakeholders, and rural development organizations.
- As applicable, supervise NARC&DC employees.
- Represent the Association at various member and partner meetings and events.

### **Qualifications/Requirements**

The ideal candidate should possess:

- Experience creating financial development strategies and fundraising;
- Working knowledge of Resource Conservation and Development (RC&D) program and Councils;
- Minimum of a Bachelor's degree in related field, Master's degree preferred;
- Working knowledge of natural resource conservation and economic development issues;
- Experience in fundraising;
- History of developing and sustaining effective working relationships with a variety of internal and external constituents including federal, state and regional affiliates, state and local governments and other non-profit groups;
- Strong leadership, communication, organization and interpersonal skills;
- Ability to travel as much as 25 percent of the time;
- Proven experience managing a member-based association is a plus but not required.

Position Location: **Telework**

**Application Process:** Interested candidates should submit a cover letter and resume electronically to Mark Hews, Interim Executive Director at [mhews@narcdc.org](mailto:mhews@narcdc.org). Please use NARC&DC CEO Position Application in the email subject line. Applications must be received no later than **5:00 PM Eastern on Tuesday, December 19, 2017**.



**Job Title:** Chief Executive Officer

**Status:** Part-Time (with full-time potential); Independent Contractor or Employment Contract

### **ORGANIZATIONAL SUMMARY:**

The National Association of RC&D Councils, Inc. (NARC&DC) envisions a country that has self-reliant and intra-connected communities and regions, with involved, responsible leaders.

The purpose of the National Association of RC&D Councils (NARCDC) is to strengthen the leadership, voice, and organizational effectiveness of our RC&D Council members so they in turn can enrich the quality and resiliency of the communities they serve.

We seek a triple bottom line for natural resource conservation and development.

- Prosperous enterprises – Small businesses that are profitable and can support the expansion of jobs in their local communities.
- Healthy Ecosystems – Vigorous soil, water, plant, animal, and air resources that support the ability of natural resource enterprises and industries to be sustainable and expand.
- Strong Communities - creating resiliency in communities by focusing on the natural resource assets and local supply chains of the region.

The NARC&DC accomplishes this by focusing on the following.

- **Education and Training Resources:** NARCDC provides support for skilled and well governed Councils through management training workshops, leadership development programs, conferences, technical assistance and online resources. The Association uses a peer to peer learning model where appropriate to tap into the expertise and knowledge of the RC&D Council network.
- **Group Services:** NARCDC provides its members with cost efficiencies for employee benefits, organization insurance programs, grant resources like Grant Station, and telephone and web conferencing services.
- **Advocacy:** NARCDC advocates the “Brand” RC&D by facilitating greater understanding of the impact Councils and the RC&D movement have on rural community and economic development through collaborative partnerships, educational forums, legislative alerts, and tools such as economic impact and natural resource issue papers.

### **JOB SUMMARY:**

Provides leadership for the creation and implementation of a 5-year financial development strategy and directs the business operations of the National Association of Resource Conservation & Development Councils, Inc. (NARC&DC). Enforces standards of integrity and fairness throughout the organization, with an emphasis on the value of members. Represents the organization within the

membership and with the public and partners. Serves as a non-voting member of the Board of Directors.

## **JOB DUTIES AND RESPONSIBILITIES:**

- Develop a five-year financial development strategy for operating funds.
- Lead branding and marketing efforts, advocating for the RC&D “Brand” with traditional and new partners.
- Working with the Board, develop and implement effective member recruitment and retention strategies, leading to steady growth in membership.
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## **JOB REQUIREMENTS**

- Ability to maintain and develop new organizational strategies.
- Provide leadership to promote the mission of the NARC&DC.
- Develop a thorough knowledge of the RC&D program.
- Understand the non-profit sector.
- Have familiarity with grants, funding sources and regulations.
- Excellent written and verbal communication skills.
- Successful experience in organizational development, program planning, and establishing and maintaining successful working relationships.

- Understanding of computerized information systems.
- Knowledge of budgeting methods and procedures.
- Safeguard sensitive confidential organizational and staff information which if divulged could put the organization at serious risk.
- Must exhibit professionalism, good judgment and must be flexible to work outside normal work hours to meet the needs of the position.
- Must be able to handle high stress, risk and can affect and facilitate change.

## **MINIMUM QUALIFICATIONS:**

- Experience creating financial development strategies and fundraising;
- Working knowledge of Resource Conservation and Development (RC&D) program and Councils;
- Minimum of a Bachelor's degree in related field, Master's degree preferred;
- Working knowledge of natural resource conservation and economic development issues;
- Experience in fundraising;
- History of developing and sustaining effective working relationships with a variety of internal and external constituents including federal, state and regional affiliates, state and local governments and other non-profit groups;
- Strong leadership, communication, organization and interpersonal skills;
- Ability to travel as much as 25 percent of the time;
- Proven experience managing a member-based association is a plus but not required.

## **REPORTING AND AUTHORITY**

The CEO reports to the Board of Directors. The CEO has authority to act to achieve agreed upon objectives and will consult with the Board (or the Executive Board, as appropriate) before making major decisions or taking significant action that may affect the direction and mission of NARC&DC.

## **EXPECTATIONS**

This position is dependent on member dues, fundraising, securing grants and operational agreements. The qualified candidate will work for NARC&DC for an agreed upon term as an independent contractor as provided for in the terms of the contract. This description is not meant to be an all/inclusive statement of the duties and responsibilities of the position.

## **REVIEW AND EVALUATION**

The CEO's performance will be evaluated no more frequently than quarterly. Such evaluation will be the responsibility of the Executive Board with input from the entire Board and selected partners.