

**Capital Resource Conservation & Development Council, Inc.**  
**Executive Director**  
**Position Description**

**Overview:**

The Capital Resource Conservation & Development Council (Capital RC&D) Executive Director is a full time employee of Capital RC&D and reports directly to the Council Chair. The Executive Director is a grant supported position funded through the current fiscal year with anticipation of future grant awards. This position is responsible for the overall mission, planning, administration and management of the organization as well as the management of all Capital RC&D staff. The Executive Director leads the organization in collaboration with the Board of Directors ensuring that planning for the short term and long term viability of the organization is addressed. The Capital RC&D Executive Director is responsible for ensuring that all programs and activities of the organization comply with all organizational policies and legal requirements. This is an exempt position, based on a 40 hour work week.

**Duties and Responsibilities:**

- Supervise Capital RC&D employees, interns and contractual labor.
- Engage Board in long range planning
- Lead and manage fund development efforts with the support and guidance of the Board
- Build positive relationships with partner organizations, policymakers, media, and others
- Administer operational policies of the organization and oversee the mission of Capital RC&D.
- Develop and monitor project and program work plans, budgets and staff needs in collaboration with the appropriate Council committees. Report program outcomes and updates to appropriate committees for evaluation.
- Ensure compliance with all Capital RC&D contracts and provide the necessary reports and financial documentation to meet compliance with grant requirements.
- Assure financial management procedures and systems are developed and implemented in accordance with Board approved policies.
- Identify and develop partnerships with organizations and businesses that can provide technically superior and efficient program implementation
- Support new project development including grant writing, partner development and fund identification in accordance with the mission of the Capital RC&D.
- Work with the Council to plan, develop, prioritize and implement the Capital RC&D Area Plan and Annual Plans.
- Work with the Council to conduct education and outreach to legislators, stakeholders and others and oversee the maintenance of the Capital RC&D website.
- Serve as liaison between Natural Resource Conservation Service and the Capital RC&D.
- Assure staff support for Board committees and Council operations.
- Other duties as assigned.

**Requirements/Abilities/Skills:**

The preferred candidate shall have bachelor's degree in a field related to agriculture and/or natural resources, but a candidate with similar work experience shall be considered. A minimum of 5 years experience in non-profit management and program implementation are required along with experience in financial management and budgeting. Applicants must demonstrate knowledge of and work experience with issues and technologies associated with natural resource conservation and demonstrate superior leadership and organizational management skills. Excellent oral and written communications skills and the ability to communicate well with grantors, subcontractors and Board members are also required. Computer proficiency in Microsoft Office Suite, website development, QuickBooks, etc. is also required. A valid driver's license is required.

**Capital Resource Conservation & Development Council, Inc.**  
**Outreach Specialist**  
**Position Description**

**Overview:**

The Outreach Specialist position is a full time employee of the Capital Resource Conservation and Development (Capital RC&D) Area Council, Inc. and reports directly to the Capital RC&D Executive Director. The Outreach Specialist is a grant supported position funded through the current fiscal year with anticipation of future grant awards. This position provides implementation, promotion and support of various Council-sponsored programs. The Outreach Specialist should have a general knowledge of agricultural and natural resource conservation practices, programs, and organizations that promote and support practices that enhance economic vitality and resource conservation. The Outreach Specialist will work with agency staff and others to support the establishment of conservation practices and programs, based on sound natural resource management principles and in accordance with the mission of the Council. The Outreach Specialist is a nonexempt position, based on a 40 hour work week.

**Duties and Responsibilities:**

- Support the implementation of Capital RC&D programs through development of outreach and educational materials and events.
- Develop programs and promote activities using traditional media as well as innovative technologies including social media, web-based meetings, video and other technologies.
- Work in collaboration with natural resource and agricultural agencies as well as conservation organizations to enhance natural resource/agricultural-based business viability.
- Support the development of funding for Capital RC&D programs including proposal writing and research.
- Support the establishment and increased capacity of agricultural and natural resource stakeholder groups throughout the RC&D region.
- Implement Capital RC&D marketing and communications strategies on a program-wide basis.
- Coordinate and implement program activities, as assigned.
- Work with Executive Director and Program Administrator to implement and comply with project budgets and requirements.
- Report to appropriate Council committees and Board regarding activities.
- Update and maintain organizational website.
- Other duties as assigned.

**Requirements/Abilities/Skills:**

The preferred candidate shall have bachelor's degree in a field related to agriculture and/or natural resource management, but a candidate with similar work experience shall be considered. Experience developing educational programs and a minimum of 2 years work experience in related activities is desired. Applicants must demonstrate knowledge and work experience with agricultural and natural resource best management practices. Good oral and written communications skills and computer proficiency in Microsoft Office Suite, website development, etc. are also required. This staff member should have the ability to work in a team setting within a small office environment. A valid driver's license is also required.

**Capital Resource Conservation & Development Council, Inc.**  
**Program Administrator**  
**Position Description**

**Overview:**

The Program Administrator is a part time employee of the Capital Resource Conservation & Development (RC&D) Area Council, Inc. The employee reports directly to the Capital RC&D Executive Director and is responsible for accounting, administrative and program duties. The Program Administrator is a grant supported position funded through the current fiscal year with anticipation of future grant awards. Duties include monitoring of overall project budgets, creation of regular reports for staff and board, participation in finance and budget-related meetings, support of the annual audit process and implementation of the Capital RC&D Financial Policy. The employee also contributes to the implementation of various Council-sponsored projects and administration of general office operations. The Program Administrator is a non-exempt position, requiring up to 21 hours per week depending on work load.

**Duties and Responsibilities:**

- Assist with budget/timeline development for all RC&D projects and programs.
- Monitor and update all project budgets for the various funding sources, in consultation with the Capital RC&D Executive Director. Prepare monthly budget to actual comparisons for grants.
- Administer funds for Capital RC&D grants on a quarterly or monthly basis, as directed. Assist in preparation of reports for grantors and the RC&D Council as required or requested.
- Maintain internal computer-based accounting records.
- Perform accounts payable and receivable activities on behalf of the RC&D.
- Create bimonthly financial reports for the RC&D Council.
- Prepare quarterly payroll Tax forms for the RC&D Council along with annual payroll and misc financial forms.
- Provide outside accountants with required information to assist in the review/audit of financial statements. Act as liaison between the outside accountants and RC&D staff and Board.
- Support the activities of the Capital RC&D Business Affairs Committee.
- Monitor Capital RC&D financial activities to insure compliance with organizational policies and federal, state and local requirements.
- Work with the Capital RC&D Executive Director to provide Council bookkeeping activities to insure that Council operations are run in accordance with Generally-Accepted Accounting Principles (GAAP), corresponding OMB circulars and grant requirements
- Provide clerical and administrative support for general office operations.
- Other duties as assigned

**Requirements/Abilities/Skills:**

The preferred candidate shall have bachelor's degree in accounting or finance, but a candidate with similar work experience shall be considered. The Program Administrator must have at least 2 years experience in similar accounting or financial management position. Computer proficiency in QuickBooks (and/or other computer accounting programs) and Microsoft Office Suite is required. The Program Administrator shall have the ability to prepare financial reports and budgets as requested. This staff member should have good communication skills and the ability to work in a team setting within a small office environment. The candidate shall have good writing and composition skills as related to job functions. Successful candidate must be qualified to be bonded for insurance purposes.