



# National Association of Conservation Districts

## CEO Position Vacancy Announcement

The National Association of Conservation Districts is the nonprofit organization that represents America's 3,000 conservation districts and the 17,000 men and women who serve on their governing boards. Conservation districts work with millions of cooperating landowners and operators to help them manage and protect land and water resources on all private lands and many public lands in the United States.

NACD is seeking a Chief Executive Officer to lead and represent the Association and oversee its operations. Individual must have ability to work collaboratively with NACD's Executive Board and Officers to achieve the mission, goals and objectives of the organization. Applicant must have working knowledge of natural resource conservation issues and ability to effectively communicate Association policies. Need proven experience in fundraising and operating a multi-million dollar budget in a complex operational environment. Candidates must demonstrate success developing and sustaining effective working relationships with a variety of internal and external constituents including U.S. Congress, state and regional affiliates, state and local governments and other non-profit groups. Ideal candidate must possess a Bachelor's degree; strong leadership qualities; willingness to travel; and excellent communication, organizational and interpersonal skills. Proven experience managing a small staff and member-based association is a plus. Position located in Washington, D.C.

Additional information is available on NACD's website at [www.nacdnet.org/news/CEO\\_job\\_summary.pdf](http://www.nacdnet.org/news/CEO_job_summary.pdf). Cover letter, resume and salary requirements must be received by NACD no later than November 30, 2009. Please submit all materials to [jobs@nacdn.org](mailto:jobs@nacdn.org).



# **National Association of Conservation Districts**

---

## **Position Title**

Chief Executive Officer

## **Reports To**

NACD Officers and Board of Directors

## **General Responsibilities**

- Oversee overall administration and operation of NACD under the supervision and direction of the President
- Implement NACD policies, programs and procedures as established by the Board of Directors and Executive Board
- Interact with NACD Board of Directors and provide opportunities for board development
- Assist the Board in developing and implementing strategic plans and evaluating effectiveness of resulting programs and initiatives
- Oversee member services to nearly 3,000 conservation districts in every state and U.S. territory
- Oversee all NACD financial operations and reporting, in coordination with the Director of Finance
- Plan, oversee and manage NACD conferences and events, including board meetings, Annual Conference and Summer Legislative Conference
- Develop and maintain working relationships with NACD's various partners, members of Congress, the Administration, federal agencies, members and other conservation stakeholders
- Supervise all NACD employees
- Represent the Association at various member and partner meetings and events

## **Qualifications/Requirements**

Ideal candidate must possess:

- Minimum of a Bachelor's degree in related field
- Working knowledge of natural resource conservation issues
- Proven experience in fundraising and operating a multi-million dollar budget
- History of developing and sustaining effective working relationships with a variety of internal and external constituents including U.S. Congress, state and regional affiliates, state and local governments and other non-profit groups
- Strong leadership, communication, organizational and interpersonal skills
- Ability to travel as much as 25 percent of the time
- Proven experience managing a member-based association is a plus

## **Position Location**

Washington, D.C.

## **Application Process**

Interested candidates should submit cover letter, resume and salary requirements to NACD at [jobs@nacdnet.org](mailto:jobs@nacdnet.org). Applications must be received no later than 5:00 p.m. Eastern time on Monday, November 30, 2009.

---

**National Headquarters**  
509 Capitol Court, NE, Washington, DC 20002  
Phone: (202) 547-6223 Fax: (202) 547-6450  
[www.nacdnet.org](http://www.nacdnet.org)