



National Association of
Conservation Districts

POSITION DESCRIPTION

Position Title: Southwest Region Representative

Position Summary: This full-time position is responsible for providing assistance to the National Association of Conservation Districts (NACD)'s member conservation districts and NACD Board of Directors to advance conservation, resource development and to assist in the implementation of the association's policies related to the Southwest Region (AZ, CO, NM, NV, UT, WY). This is a service-oriented position with focus on creating and maintaining relationships and increasing the effectiveness of NACD in supporting conservation districts and their state associations.

Responsibilities:

Membership, Member Services, Partnerships

- Develop and maintain a working relationship with conservation districts, state associations of conservation districts and the state soil and water conservation agencies and federal agencies
- Provide assistance by developing and delivering two-way communication among Southwest Region state association leaders and NACD
- Keep current and informed about the status of district and state association activities and programs within the region
- Actively seek ways to strengthen state and district programs within the region
- Facilitate an exchange of information, curriculum, tools and direct assistance
- Assist state associations to provide leadership to increase the effectiveness and overall capacity of conservation districts and state associations
- Help state leadership encourage conservation districts to actively engage in NACD
- Identify and deliver grant-related activities with regional members
- Carry out tasks of coordinating and implementing regional grant related activities related to specific national grants and cooperative agreements
- Perform other tasks as assigned in support of NACD membership goals

Leadership Development and Governance/Region Support

- Furnish the region chair and region board members with necessary assistance to aid them in effectively discharging their duties and responsibilities
- Provide support and coordination for national and regional (with Pacific Region Representative) board meetings
- Coordinate program development and conduct NACD regional and leadership meetings

Desired Skills/Qualifications:

- Bachelor's Degree or equivalent work experience
- Strong knowledge of or experience with conservation districts
- Federal, state or territory agency experience preferred
- Positive member service attitude
- Basic knowledge of Southwest Region states'/territories' natural resource concerns, as well as conservation districts, NACD, their work and their customers
- Ability to assess policy initiatives for association leaders and membership, and ability to draft a variety of documents and communications
- Willingness to work as part of a team and to be responsive to membership
- Experience working with grants preferred
- Travel required

Location: This position is located in NACD's Southwest Region (AZ, CO, NM, NV, UT, WY) and reports to the Director of Membership. This is a telework position, moderate travel is required post-COVID-19 pandemic.

To apply: Send your resume, cover letter and two writing samples to the attention of NACD HR with 'Southwest Region Representative' in the subject line to hr@nacdnet.org no later than Friday, February 12, 2021 to receive priority consideration.