**Position Title:** Director of Education

**Position Description:** This full-time position is responsible for providing assistance to the National Association of Conservation Districts’ (NACD) member conservation districts and NACD Board of Directors to advance the association’s conservation education programs. The NACD Director of Education manages a diverse education portfolio in support of national conservation objectives and other duties as assigned.

**Essential Duties and Responsibilities:**
- Provide leadership, management and support of education team to successfully develop and implement strategic educational programs and goals in close coordination with Chief Operating Officer (COO) and management team.
- Collaborate with education staff to support and coordinate education activities of the National Conservation Foundation (NCF).
- Serve as primary staff for stewardship and education committee, coordinating staff responsibilities to support goals and objectives of committee.
- Assist in identifying and developing grant proposals for opportunities in line with NACD and NCF strategic educational goals.
- Work with the COO on sponsorship and exhibitor efforts to support NACD annual meetings and other conferences and assist with planning and promotion of annual meetings and other conferences.
- Manage reports and communications to funders and other partners.
- Provide guidance across programmatic areas to ensure educational outcomes and objectives are met.
- Carry out tasks of managing, coordinating and implementing grant-related activities pertaining to specific national grants and cooperative agreements.
- Perform any and all related duties in coordination with the COO that advance NACD and NCF.
- Supervise five full-time FTEs.

**Qualifications:**
- Bachelor’s degree in related field is required, advanced degree preferred.
- Minimum five years of experience and strong record of success in youth education, leadership development or related field.
- Experience in staff leadership and management.
- Strong public speaking experience and presentation skills.
- Strong writing skills, attention to detail, ability to multi-task and consistently meet deadlines required.
- Ability to work with grassroots leadership, region representatives, contractors and other personnel who work across the U.S.
• Moderate travel is required.

This position can be remote or based out of the NACD’s headquarters office in Washington, D.C. and reports to the NACD Chief Operating Officer.

To apply: Email resume, cover letter and two writing samples to the attention of NACD HR with ‘Education Director’ in the subject line to hr@nacdnet.org no later than Friday, September 24, 2021 to receive priority consideration.