



National Association of Conservation Districts

Position Title: Equity and Outreach Program Analyst

Position Description: The National Association of Conservation Districts (NACD) is seeking a Equity and Outreach Program Analyst that will be is responsible for overseeing program development and project implementation, with the goals of improving equity, access, and inclusivity. They are also responsible for ensuring that NACD's programs and activities achieve their intended goals and meet established milestones.

Responsibilities:

- Develop and implement NACD's grant-funded programs and associated policies and procedures, ensuring they are equitable, inclusive, and accessible
- Lead design and implementation of initiatives that improve equity and accessibility for conservation districts, state/territory associations, boards, and the farmers, ranchers, and foresters they serve
- Conduct data analyses to improve targeted outreach, recruitment, development, etc.
- Assess federal statutes, regulations, policies, procedures, and programs to identify potential barriers; develop recommendations and strategies to mitigate or eliminate barriers
- Develop and maintain relationships with a diverse set of partners with the goals of enhancing NACD programming and equitable outcomes
- Collaborate with NACD's Communication Team to develop outreach strategies and materials that advance NACD programming; this includes developing success stories, case studies, analyses, etc. that can be disseminated widely to the general public, members, and key stakeholders (e.g., Congressional, agency)
- Create opportunities to engage directly with historically underserved community leaders, producers, partners, and other stakeholders (e.g., listening sessions, stakeholder roundtables, workshops); facilitate engagements as appropriate
- Support administration of NACD's programs and grant portfolio, such as:
 - Develop and implement grant funded programs
 - Develop required reports (e.g., quarterly and final performance reports) for grant funded projects
 - Monitor performance, progress, budgets, and spend (including sub awardees)
- Support subaward (pass-through) grant activities including, but not limited to:
 - Support development and implementation of subaward programs and processes, including development of solicitations, webinars or FAQs, etc.
 - Support processes to evaluate and select proposals
 - Assist with monitoring sub awardee progress, budgets; correspond with sub awardees regarding performance or other issues
- Support development activities including, but not limited to:
 - Track and identify funding opportunities; disseminate relevant opportunities to members (e.g., maintain websites, manage listservs) and establish process for issuing reminders for deadlines



National Association of Conservation Districts

- Engage with sponsors/funding entities to understand their goals and requirements, budgets, etc.
- Develop and maintain relationships potential partners and sub awardees;
- Develop technical approaches and budgets, ensuring our programs are equitable, inclusive, and accessible
- Lead the proposal preparation process, including development of the technical approach and budgets, review of the entire package to ensure quality and compliance with funder requirements, and submission
- Support negotiation of deliverables, outcomes and metrics, and other terms and conditions
- Perform any and all related duties in coordination with the Director of Conservation Programs that advance the mission and purpose of NACD

Required Qualifications:

- Bachelor's degree in related field
- At least four (4) years of relevant experience
- Experience working on agricultural, conservation, or environmental issues
- Experience working with historically underserved communities or producers
- Ability to assess programs, policies, and procedures methodically and systematically and collaborate with diverse groups of stakeholders to identify/understand barriers to participation
- Ability to lead design and implementation of new programs, projects, and initiatives that are equitable, inclusive, and accessible
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to details
- Ability to collect, synthesize, and scrub data using Excel and data visualization tools (e.g., Tableau)
- Strong leadership skills and ability to coordinate large-scale projects
- Travel required (up to 25%)

Desired Qualifications:

- Project management experience and/or certifications (e.g., PMP)
- Ability to develop grant or program opportunities

Location: This position is a telework/remote position and reports directly to the Director of Conservation Programs.

To apply: Email resume, cover letter, portfolio and two writing samples to the attention of NACD HR with 'Equity and Outreach Program Analyst' in the subject line to hr@nacdnet.org no later than **Friday, December 30, 2022**, to receive priority consideration.