



National Association of Conservation Districts

Position Title: Southeast Region Representative

Position Description: This full-time position is responsible for providing assistance to the National Association of Conservation Districts' (NACD) member conservation districts and board of directors to advance conservation education, partnerships and membership services, and to assist in the implementation of the association's policies related to the Southeast Region (AL, GA, FL, KY, MS, NC, PR, SC, TN, USVI, VA). This is a service-oriented position with a focus on creating and maintaining relationships and increasing the effectiveness of NACD in supporting conservation districts and their state/territory associations.

Membership, Member Services, Partnerships

- Develop and maintain a working relationship with conservation districts, state/territory associations of conservation districts and the state/territory soil and water conservation agencies and federal agencies
- Expand and execute a variety of methods for communicating among southeast region state/territory association leaders, NACD, and conservation partners
- Keep current and informed about the status of district and state/territory association activities and programs within the region
- Regularly contribute to NACD's publications
- Help state/territory leadership encourage conservation districts to actively engage in NACD, and help deliver and plan membership services
- Assist state/territory associations by providing leadership to increase the effectiveness and overall capacity of conservation districts and state/territory associations
- Facilitate an exchange of information, curriculum, tools and direct assistance
- Identify and deliver grant-related activities with regional members
- Coordinates and implements regional grant-related activities on specific national grants and cooperative agreements.
- Support NACD committees as needed with program development or other specific goals
- Performs other tasks and project management as assigned in support of NACD goals

Leadership Development and Governance/Region Support

- Furnishes the Region Chair and Region Board Members with necessary assistance to aid them in effectively discharging their duties and responsibilities
- Provides support and coordination for national and regional board meetings
- Coordinates program development and conducts NACD Regional and Leadership Meetings

Desired Skills/Qualifications:

- Bachelor's Degree or equivalent work experience
- Experience with conservation districts, state agencies or federal agencies
- Positive, member service attitude

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- Basic knowledge of southeast 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 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
- Experience working with underserved and/or disadvantaged populations
- Commitment to achieving diversity, equity, and inclusion for all activities
- Up to 25% travel required

This position is located in NACD's Southeast Region (AL, GA, FL, KY, MS, NC, PR, SC, TN, USVI, VA). and reports to the Director of Membership Engagement. This is a telework position.

To apply: Email resume, cover letter and two writing samples to the attention of NACD HR with 'Southeast Region Rep' in the subject line to hr@nacdnet.org no later than **June 23, 2023** to receive priority consideration.