Position Title: Northern Plains Region Representative

Position Summary: 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 conservation, resource development, and to assist in the implementation of the association’s policies related to the Northern Plains Region (KS, MT, ND, NE, SD). 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 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
- Expand and execute a variety of methods for communicating among northern plains region state/territory association leaders, NACD, and conservation partners
- Keep current and informed about the status of district and state association activities and programs within the region
- Regularly contribute to NACD’s publications
- Help state leadership encourage conservation districts to actively engage in NACD
- Identify and deliver grant-related activities with regional members
- Assist state associations to provide leadership to increase the effectiveness and overall capacity of conservation districts and state associations
- 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 goal
- Performs other tasks and project management as assigned in support of NACD 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 board meetings
- Coordinate program development and conduct 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
- Basic knowledge of Northern Plains Region 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
- 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 Northern Plains Region (KS, MT, ND, NE, SD) and reports to the Director of Education. This is a telework position.

**Salary range:** $60,000-$70,000 per year

**Benefits:**
100% Employee only paid Health Dental, Vision, and Life insurance
Flexible schedule
Recognition of 13 paid federal holidays
Minimum of 2 weeks of vacation with increase every two years of employment
Two-week sick leave per year
Parental leave
403(b) up to 5%
Flexible spending account
Professional development assistance

**To apply:** Send your resume, cover letter and two professional writing samples to the attention of NACD HR with ‘Northern Plains Region Representative’ in the subject line to hr@nacdnet.org no later than Friday, July 12, 2024, to receive priority consideration.