Conservation Programs Manager

Background

The Madison Conservation District (MCD) was established in 1946 to provide local support for natural resource conservation needs with a focus on water and soil. The MCD is a subdivision of local government and serves the private lands of the eastern third of Madison County at a time of major land use, land cover, and demographic change. The mission of the Madison Conservation District is to promote a sustainable, productive and healthy environment through locally-led conservation efforts, and our vision is: A healthy landscape that supports thriving communities, productive agriculture, and sustainable fish and wildlife populations. We do this through collaboration and coordination with local, state, and national partners to achieve local, common sense conservation.

Position Description

The Conservation Programs Manager (CPM) is responsible for a diverse workload. Most broadly, the CPM works with the MCD Board of Supervisors to accomplish perennial, long-term conservation objectives. On a daily basis, the CPM works closely with other MCD employees, and regularly provides support to MCD staff in all areas of District business. The CPM is currently the only full-time, year-round MCD employee, but there are up to four employees during the growing season (April – October). This position reports to the MCD Board of Supervisors, but the ideal candidate can work effectively and efficiently with little day-to-day supervision.

The CPM manages and coordinates projects and programs on a variety of natural resources topics specific to the area. Often, the CPM works with landowners, agency personnel, and non-profit partners to identify and strategically approach conservation issues. This includes various aspects of project management, fundraising and financial management, and community outreach and education. The CPM also represents the MCD in multiple partnerships and collaborative conservation efforts at the local, regional, and statewide scale. Therefore, a recognition of nuanced jurisdictional boundaries and an understanding of land and water ownership and management in Southwestern Montana is valuable.

The CPM must be adaptive and self-starting. They provide a strong sense of customer service, and retain objectivity and grace in difficult situations and decisions. Maintaining and building partnerships is a priority, and this position requires public transparency and strong communication skills.

Work Environment: This position requires some field work and affords some remote office work, but daily operations are based out of the MCD office. The CPM works 40 hours per week, but is expected to work flexible hours on a regular basis. Occasional meeting attendance will be required, including monthly Madison Conservation District board meetings. Overnight travel for meetings, trainings, workshops and conferences is also required.

Duties & Responsibilities

Project Management and Conservation Planning

- Identifying opportunities to plan and implement conservation and restoration activities, particularly efforts related to range health, drought resiliency, and water quality improvement
- Fundraising, managing, and coordinating conservation and restoration activities
- Working with Montana Department of Environmental Quality to integrate TMDLs into future water quality conservation efforts

Conducting Natural Resource Monitoring & Providing Technical Assistance

- Manage and coordinate the Madison Stream Team and associated State of the Streams Annual Report, Pollinator Program, Rain Gage Program, Cost Share Program, Rental Equipment Program
- Coordinate with Montana State University and Montana State Department of Environmental Quality (DEQ) to ensure data quality and records
- Oversee and maintain the Madison Conservation District’s monitoring equipment
- Provide support to applicants, MCD Board, and MCD staff for 310 application permits
• Provide support to residents for drinking water quality testing through “Well Educated” program
• Provide general support for landowner and resident inquiries pertaining to natural resources and conservation

Outreach, Partnerships, and Administrative Responsibilities

• Work with MCD Board of Supervisors to implement strategic planning initiatives
• Oversee daily operations of the Madison Conservation District
• Attend and facilitate the monthly MCD Board meetings
• Write, manage, and implement grants to support programs and projects
• Represent MCD in local, regional, and state partnerships, collaborations and working groups
• Organize educational opportunities for residents, including workshops, tours, and public meetings
• Engage residents and partners through outreach and communications strategies
• Track progress, and updating MCD’s annual strategic plan
• Provide guidance for organization finances
• Assist MCD Board of Supervisors and bookkeeper in developing annual budget
• Provide direction to the Board regarding statutory and legal procedures
• Supervise seasonal staff as necessary
• Responsible for other duties as assigned by MCD Board of Supervisors

Qualifications

Minimum Qualifications Include:

• Bachelor’s Degree in resource management, range management, conservation, hydrology, or some related field
• Experience conducting field work, particularly water and streamflow measurements
• Excellent written, verbal, and presentation skills
• Ability to foster partnerships and relationships at the local, regional, and state level
• Proficient with Microsoft Word and Excel

Preferred Qualifications Include:

• Minimum 5 years of experience in natural resource management or conservation field
• Knowledge and experience with Montana’s Natural Streambed and Land Preservation Act (310 Law)
• Experience conducting natural resource education and outreach initiatives
• Experience with Dropbox, Google Mail, Word Press, and social media platforms helpful
• Proficient with spatial software (ArcGIS and Google Earth)

Compensation: Salary of $45,000+ annually DOE (potential for pay increase after 6-month probationary period).

Benefits Include:

• Paid sick and annual leave – 96 hours of annual sick leave, and 120 hours of annual vacation leave
• Holidays – paid holidays recognized by the State of Montana
• Medical – a medical stipend of $550/month
• Retirement – eligible for Montana Public Employee Retirement with employer match
• Monthly cell phone stipend of $60/month

To Apply

Please send your cover letter, resume, and three professional references to info@madisoncd.org. Additionally, please send one example of your written work, such as a grant application, technical report, or project proposal. Applicant review will begin July 10th, and the position will remain open until filled. Please send any questions or inquiries to info@madisoncd.org