



ALPENA-MONTMORENCY
CONSERVATION
DISTRICT

District Manager Position Announcement

Job Title: District Manager

Job Posting Date: July 26, 2024

Start Date: Immediate

Job Summary: The Alpena-Montmorency Conservation District (AMCD) is seeking a full-time district manager. The district manager reports to a Board of Directors and oversees the day-to-day operations, finances, programs, grants and staff. The district manager is a dynamic leadership position that requires excellent communication and organizational skills and strong financial management and bookkeeping abilities. The ideal candidate will be professional in demeanor, possess a high level of integrity, and one who can accomplish multiple tasks with minimal supervision. The AMCD office is located in Alpena, Michigan with the district manager working one day per week in Atlanta, Michigan.

Organization Summary: AMCD's mission is to serve, educate and advise the people of both counties and advocate for the restoration, conservation and preservation of natural resources. We do this by being a partner agency that tackles natural resource concerns and delivering educational, technical, financial and referral assistance to local landowners and the general public.

The AMCD is a unique local unit of government that is a provider of natural resource management services and utilizes state, federal, and private sector resources to address today's conservation challenges on private lands, primarily. We operate much like a not-for-profit organization that extends services to our primary district as well as two other counties in the area, Presque Isle and Alcona.

Requirements:

- A college degree from an accredited college or university, specifically a degree in a field related to the below responsibilities is strongly preferred.
- Willingness to lead, organize, and facilitate a bi-annual native plant sale.
- Accounting, bookkeeping and experience with Quickbooks Online, payroll, tax filing etc. is essential.
- Fundraising, grant writing, grant administration experience preferred.
- Experience in not-for-profit organizations preferred.
- Excellent organizational and management skills, detail and goal oriented.
- Proficient with Microsoft Office Suite, website management and other tech-related programs

- Strong interpersonal and written/verbal communication skills; demonstrated ability to inspire and lead diverse teams (staff/volunteers) and demonstrated ability to prevent and resolve conflicts.
- Adept with office/staff management and supplies and equipment
- Familiarity with conservation of natural resources, forest and plant communities and agricultural sustainability
- This position requires a valid driver's license, insurance and reliable transportation. Successful completion of a background investigation including fingerprinting and a criminal records check required for employment in a USDA service center.

Work Schedule:

- Full time, salaried position with AMCD located at 1900 M-32 W, Alpena MI 49707. Normal office hours are Monday through Friday, 8:00 am to 4:30 pm. However, events may require flexibility, including occasional need to work evenings or weekends and overnight trips for training or conferences.

Salary and Benefits:

- Starting salary is \$60,000 per year. Benefits include a generous paid time off package including 4 hours of sick and 4 hours of vacation accrued per pay period, as well as 11 paid holidays. AMCD also currently offers \$5,000 toward health and/or retirement savings per year. Reimbursement is provided for mileage, expenses and personal phone use.

Employment:

AMCD is an Equal Opportunity employer and complies with applicable federal and state laws prohibiting discrimination. It is the policy of AMCD that no person, on the basis of race, sex, color religion, national origin or ancestry, age, marital status, disability, or Vietnam-era veteran status, shall be discriminated against in employment or promotions. AMCD is committed to furthering diversity, equity, inclusion and belonging in the workplace. We're dedicated to hiring diverse talent and ensuring that we treat you with respect and support throughout your time on our team.

Employment with AMCD is "at will," permitting either party to end employment at their discretion without notice. Employment is contingent upon factors determined by the Board of Directors including, but not limited to, available funding, job performance, changes in program direction or organization.

To Apply: Email cover letter, resume and three references (**MUST BE PDF format and file name must include applicant's name**) to: AMCD@MACD.ORG

Mail or deliver in person to: Alpena-Montmorency Conservation District
1900 M-32 W
Alpena, MI 49707

Deadline for applications: **August 30, 2024.** Preferred Start: **Immediate**