



## Knox County Soil & Water Conservation District

604 S. Quail Run Road  
Vincennes, IN 47591-6884  
812-882-8210x3  
[www.knoxcountyswcd.com](http://www.knoxcountyswcd.com)

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January 15, 2026

The Knox County SWCD is searching for candidates for the Knox County CISMA Executive Director position.

The Knox County Cooperative Invasive Species Management Area (KCCISMA) is a registered 501(c)(3) whose mission is to minimize the impact of invasive plant species in Knox County by educating the public, monitoring and removing invasive plants, and promoting and protecting native plants. KCCISMA's members are a dynamic and dedicated group of people who have undertaken a variety of programs and projects in furtherance of their mission.

The part-time Executive Director will coordinate KCCISMA's programs and projects, managing all available human and financial capital to fulfill its mission.

Applicants may submit a signed copy of the following job description along with a resume, cover letter, and three references to [Troy.hinkle@in.nacdnet.net](mailto:Troy.hinkle@in.nacdnet.net).

*All programs & services of the Knox County Soil & Water Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status, or handicap*

**CONSERVATION**

**DEVELOPMENT**

**SELF-GOVERNMENT**

|                     |                          |                            |            |
|---------------------|--------------------------|----------------------------|------------|
| <b>Job Title:</b>   | CISMA Executive Director | <b>Division/Department</b> | SWCD       |
| <b>FLSA Status:</b> | Part-time, exempt        | <b>Reports to:</b>         | CEO        |
| <b>Salary:</b>      | \$25,000.00              | <b>Last Revision Date:</b> | 12/17/2025 |

### **Position Description**

Part-time Executive Director for the Knox County Cooperative Invasive Species Management Area (KCCISMA)

### **Position Summary**

This is a part-time position dedicated to managing the human and financial capital of KCCISMA to fulfill its mission of minimizing the impact of invasive species in Knox County and creating native habitat through public education, monitoring, and removal of invasive plants while promoting and providing native plants.

### **Primary Responsibilities**

1. Lead the KCCISMA strategic vision and planning efforts.
2. Oversee ongoing activities of KCCISMA.
3. Develop and execute expense budgets.
4. Plan and coordinate meetings and events.
5. Oversee the management of programs and grant projects.
6. Recruit and coordinate volunteers.
7. Serve as liaison to cooperating agencies, county officials, municipal officials, and the public.
8. Work with Knox County SWCD's Development Director and Natural Resource Specialist to form new partnerships, identify grant opportunities, and build on existing partnerships.
9. Direct and coordinate public relations, communications, and marketing, including native plant sales.
10. Represent the SWCD and KCCISMA at local and state levels.
11. Prepare monthly board meeting agendas and supporting materials for respective organizations as well as monthly written reports for the SWCD board.
12. Perform other duties as assigned by respective board members.

**Position Requirements**

1. Associate degree and relevant experience management experience.
2. Leadership and team building experience.
3. Experience with strategic planning, fundraising and organizational development.
4. Excellent oral and written communication skills.
5. Professional comportment.
6. Effective public speaking and media relations skills.
7. General knowledge of invasive plant identification and control methods.

**Supervisory Relationships**

1. This position reports to the Knox County SWCD CEO. Decisions regarding salary and other compensation, disciplinary actions, and termination are the responsibility of the SWCD Board of Supervisors in consultation with KCCISMA representatives.
2. Employment policies and benefits will be in accordance with the Knox County Personnel Policies Handbook.
3. The incumbent is considered an employee of the county and is entitled to the benefits and considerations of a part-time employee.

**Evaluation of Performance**

1. The incumbent will be subject to a one-year probation period. Supervisors will perform quarterly performance evaluations in conjunction with KCCISMA representatives during the probationary period and annually thereafter.
2. Performance shall be measured against duties set forth in this job description and the manner in which they are performed.
3. The Board of Supervisors may review and update this job description with input from the incumbent and respective organizations whenever deemed necessary.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of CISMA Executive Director for the Knox County Soil and Water Conservation District (SWCD) describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?   Yes      No

Applicant/Employee Signature

Date

Type or Print Name

**Please submit a signed copy of this job description along with a resume, cover letter, and three references to:**

**[Troy.hinkle@in.nacdnet.net](mailto:Troy.hinkle@in.nacdnet.net)**