



Position Description for the
**Indiana Association of Soil and Water
Conservation Districts
Executive Director**

Introduction

The Executive Director is the chief administrative officer of the Indiana Association of Soil and Water Conservation Districts (IASWCD) and as such shall oversee the day-to-day operations and organization, supervision of the office operations and staff of the association. In that capacity, the executive director will develop and maintain a strong working relationship with Indiana's 92 Soil and Water Conservation Districts (SWCDs). The Executive Director oversees an annual budget of \$2.5M and directly manages two Association staff, the Director of Communications and Member Programs and the Grants and Finance Manager, as well as three Program Directors. Program Directors supervise an additional 20-25 staff. Additional staff or contractors may be hired with the concurrence of the Board of Directors.

Although the position's location is flexible within Indiana, the Executive Director is expected to travel regularly to the IASWCD office near downtown Indianapolis, as well as attend legislative hearings at the Statehouse. They will also travel regularly in-state to attend meetings with SWCDs and partners (some of which may be evening meetings) and will attend out-of-state meetings for an estimated 10-16 days per year.

Duties

The duties outlined below will be carried out under the direction of the IASWCD president and board of directors:

- I. Work with the IASWCD president and board:**
 - a.** Plan and coordinate board meetings, executive committee meetings, and IASWCD committee meetings as scheduled.
 - b.** Plan training on leadership development, communications and other board development skills for IASWCD officers, board members and staff on an ongoing basis.
 - c.** Coordinate the development, maintenance and implementation of the Association's annual budget and plan of work, and long-range plans in cooperation with the Board.
 - d.** Evaluate and identify issues facing member Districts, the IASWCD Executive Committee and IASWCD Board.

- II. Coordinate the IASWCD's legislative efforts at the state and federal level:**

Under the direction of the IASWCD President and Legislative Committee by way of the Board of Directors:

1. Develop and maintain good working relationships with Indiana legislators at the state and federal level and their staff; the Governor's office; county and city governments; federal, state, and local agencies; private organizations which share mutual interests with IASWCD and SWCDs; and the media.
2. At direction of the Board of Directors, select a lobbyist to represent the Association in the Indiana General Assembly and direct their activities during and between legislative sessions
3. Work with Indiana conservation partners and government agencies to achieve shared legislative goals
4. Coordinate and attend annual Fly-In to DC with members of the Board and others as designated by the Board
5. Coordinate statehouse visits for members as desired
6. Resolve legislative resolutions approved by the delegate body
7. Monitor legislative activities of the Indiana General Assembly and the United States Congress with respect to issues of interest to Districts
8. Attend committee hearings and testify on relevant bills as appropriate during the legislative session
9. Deliver timely updates to members regarding relevant bills during legislative session
10. Educate members on the legislative process and relevant bills

III. Staff Management:

- a.** Supervise five direct reports, including the Director of Communications and Member Programs and the Grants and Finance Manager, and three Program directors
- b.** Hire additional staff or contract services as needed in concurrence with the Board
- c.** Provide performance reviews annually for staff

IV. Oversee and support statewide programs and initiatives:

- a.** Supervise directors of the Conservation Cropping Systems Initiative (CCSI); Small Farms Conservation; and Resilient Indiana programs.
- b.** Ensure the programs design and implementation support and enhance the work of SWCDs and Indiana Conservation Partnership organizations
- c.** Monitor the expenditure of all grant funds to ensure that terms and conditions of each grant are met
- d.** Coordinate with partners and funders to bring new statewide programming to the Association

V. Develop and maintain a strong working relationship with:

- a.** Indiana's 92 Soil and Water Conservation District staff and supervisors

- i. Attend and facilitate events related to SWCDs such as region meetings, educational programs, field days, etc.
 - ii. Help Districts speak with one voice in terms of state and national policy
- b.** Indiana Conservation Partners (ICP), especially:
 - i.** The Indiana State Department of Agriculture (ISDA) Division of Soil Conservation and the State Soil Conservation Board
 - ii.** Current leaders of Indiana state government, specifically the governor and lieutenant governor (as Secretary of Agriculture and Rural Development), and the current director of the ISDA.
 - iii.** Other members of the Indiana Conservation Partnership
 - iv.** and other conservation partners.
- c.** Agriculture and Conservation groups, etc.
 - i.** e.g. Indiana Farm Bureau Inc., Indiana Soybean / Corn Growers, Indiana Beef Cattle & Pork Producers Assns., Indiana Ag Nutrient Alliance, etc.
 - ii.** e.g. The Nature Conservancy, Ducks Unlimited, Pheasants Forever/Quail Forever, American Farmland Trust, etc.
 - iii.** National Association of Conservation Districts (NACD)/NACD North Central Region
 - 1.** Establish and maintain a good working relationship with NACD chief executive officer, and the elected leadership of the NACD.
 - 2.** Establish and maintain a good working relationship with the NACD North Central Region officers and staff
 - 3.** Establish and maintain a good working relationship with the NACD North Central Region state association executive directors.
 - 4.** Attend meetings of state association executive directors on a region and national basis as they are scheduled.

VI. Assist with planning and coordination of IASWCD events:

- a.** Biennial Statewide Conference
 - i.** Supervise the Association's meeting planning consultants to negotiate the hotel contract, guarantees for sleeping rooms, food and beverage for all events at conference, audio-visual needs, training room requirements, conference budget, conference registrations, and on-site (during) conference arrangements.
 - ii.** Secure conference sponsor to raise revenue for the conference and scholarships for members.
- b.** Education and Conservation Programs
 - i.** Oversee the implementation of various award programs such as: Conservation Farmer of the Year, Friend of Conservation, River Friendly Farmer, etc.

VII. Financial Oversight and Fundraising Strategy:

- a.** Oversee overall financial health of the Association
- b.** Oversee and recommend long-term financial strategies
- c.** Pursue and implement state, federal, and private funding grants and agreements that advance conservation across the state
- d.** Oversee and endeavor to continuously improve financial management processes and expense tracking of all grant funds and ensure that terms and conditions are met
- e.** Oversee grant-funded programs and activities to ensure activities and deliverables are met in accordance with grant terms and conditions
- f.** Endeavor to earn 100% membership dues on an annual basis
- g.** In coordination with the Grants and Finance Manager, prepare for and comply with federal, state, and other audit requirements as needed
- h.** In coordination with the Grants and Finance Manager, present financial statements to the Board of Directors
- i.** In coordination with the Grants and Finance Manager, prepare a biennial budget for the Association

VIII. General Public:

- a.** Represent the Association in public appearances to inform the public of the purpose of the IASWCD, its programs and the programs of its members
- b.** Represent the Association at various meetings, hearings, conferences, forums, workshops and conventions which may necessitate travel and/or overnight accommodations.

IX. Perform other duties as assigned by the President and Board of Directors.

Supervision

The Executive Director shall be under the supervision of the IASWCD president and board, but shall exercise individual initiative and wide latitude in implementing IASWCD policies and programs. The president and appointed representatives from the board will evaluate the performance of the incumbent on an annual basis.

• Essential Qualifications:

- Bachelors degree in a related field such as agriculture, natural resources, environmental management, or non-profit management
- Prior experience in the conservation, natural resources, and/or nonprofit field

- Experience interacting with legislators at the local, state, or federal level
- Knowledge of Indiana's natural and agricultural resources and concerns
- Digital communication competence including essential tools such as email, Google Workspace, Microsoft 365, Zoom, etc.

- **Preferred:**

- Masters degree in a related field with experience navigating federal funding landscapes
- Experience with board management and development
- Experience in strategic planning
- Existing connections with state legislators and members of Congress
- Experience managing remote staff and teams
- Experience with the Uniform Guidance audit process

Salary & Benefits

Starting compensation for this position ranges from \$95,000 - \$105,000. IASWCD benefits include:

- Generous PTO and flex time policy, including all federal holidays and Dec. 24 – Jan. 1 off
- Retention bonus based on performance
- Flexible working hours
- Hybrid working location
- Travel reimbursement
- Health Reimbursement Arrangement (HRA), maximum \$4,400 annually
- Monthly cell phone stipend
- SIMPLE IRA retirement plan, with 2% employer match

Salary & Benefits

To Apply: Please submit a cover letter and resume to executivedirectorsearch@iaswcd.org.

Applications will be accepted until the position is filled; however, for best consideration, apply by **August 1, 2026**.