

Penn Soil Resource Conservation and Development Council

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Vacancy Announcement for (Part Time) Executive Director position

Penn Soil RC&D Council is a registered 501(C) (3) Not-for-profit organization serving the residents of eight northwestern Pennsylvania counties since 1964. The mission of this organization is to provide the local leadership necessary to develop and implement a plan that will improve the economy, environmental and social well-being of the people through accelerated planning and development of the natural resources in the project area consisting of Clarion, Crawford, Erie, Forest, Lawrence, Mercer, Venango and Warren Counties. For more information regarding Penn Soil RC&D Council visit our website at www.pennsoil.org.

The Penn Soil Resource Conservation & Development (RC&D) Council desires to hire a qualified candidate to fill a part time Executive Director's position to be headquartered in Warren, PA. The position is responsible for carrying out the day to day operations of the organization and will work under the supervision of the Council Chairman and Executive Committee. Workload and duties primarily involve providing technical and/or financial assistance to council approved projects in Erie, Forest, Clarion, Crawford, Lawrence, Mercer, Venango, and Warren County and require coordination and communication with project partners, council members, and volunteers.

Major Duties of the position:

The Executive Director is the leader and chief spokesperson for the organization, and works collaboratively with the board of directors, staff and volunteers, providing vision and leadership while overseeing the organizational development of Penn Soil RC&D Council to provide support to council projects improving the quality of life in northwestern PA.

20%--Communication: Serves as the principal professional resource to the board of directors and key committees, drafting agendas, attending board meetings, and assisting them in matters of policy formulation and interpretation. Communicates regularly and openly with the board and staff. Creates a culture of partnership between board and staff based on genuine trust and respect for each other's' contributions of time, talent and resources. Implements the policies established by the board of directors through the administration of the organization and its activities. Includes developing and implementing strategies to increase the diversity of the board (in terms of skill sets, economic status, ethnicity, age and geography) and to create advisory committees. Keeps the board informed of significant matters and major changes in programs, strategic objectives/direction and branding. Must demonstrate knowledge and support of, and perform duties in a manner consistent with, the agency's Equal Employment Opportunity and Civil Rights policies. Assures bias-free oral and written communications. Respects the values and differences of other employees and clients.

20%--Organization Management: Manages the operation and development of the organization, including staff and programs. Works with staff to delegate responsibilities as necessary to effectively achieve the organization's mission and financial goals. Works closely with the contracted position of Conservation Program Assistant to oversee financial management and record keeping. Develops and manages contracts and is responsible for the recruitment, oversight, and hiring of all staff, contractors, and volunteers.

20%--Relationship Building: Builds and maintains strong relationships with council members, funders and strategic partners. Oversees development and implementation of fundraising and communication plans. In collaboration with the Grant Administrator and Board committees, diversifies fundraising, partnership and new member seeking strategies to include:

- corporate giving
- planned giving/legacy gifts
- grant seeking
- partnership retention/recruitment
- RC&D member retention/recruitment
- outreach

15%--Partnerships: Represents the Penn Soil RC&D council in meetings with agency representatives. Fosters a good relationship and image among these agencies and acts as a liaison among the RC&D council, foundations and the government in all legislative, and inter-governmental activities. Establishes sound working relationships and cooperative arrangements with partner agencies and organizations.

15%--Project Planning: Leads the development and implementation of strategic plans into tactical actions/activities. Includes creating new fundraising strategies and serving as liaison with the Board's committee and its grant application process. Works with Council board of directors, strategic partners and local RC&D members to identify new programs, opportunities and projects to support. Publicize the activities of the organization, its programs and goals, including oversight of strategic communications.

10%--Financial Oversight: Provides oversight for the financial affairs of the organization. This includes, but is not limited to, preparation of the budget, statements of financial position, and profit and loss statements. Ensures financial policies and procedures are followed. Serves as primary support to the finance committee. Ensures ongoing financial stability and/or growth of the organization. Jointly, with the Executive Committee, conducts official correspondence of the organization, and jointly, within responsibilities designated by Council, may execute legal documents.

Works effectively with Internal and External Contacts

- Staff – day-to-day communication and direction
- Board of Directors – partner, inform, recommend
- Volunteers – maintain a welcoming, supportive environment for volunteers
- Interacts with Council Standing Committees
- Partners – build and maintain positive relationships, develop program and funding opportunities
- Media – promote the purpose and results of RC&D activities
- Potential Funding Contacts – develop strong understanding of the projects of Penn Soil RC&D Council, help fund and promote their priority needs.

The information above is intended to describe the most important aspects of the position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required to apply for the position.

Minimum Application Requirements:

Potential candidates should be a college graduate or have equivalent education and/or experience in business administration, community development, natural resource conservation, nonprofit management, and fundraising experience or related fields. Other desirable skills include: Knowledge of financial statements, budgeting process, and accounting procedures. Experience in strategic planning. Strong organizational and analytical abilities. Excellent public presentation and communication skills. Valid driver's license, reliable transportation, and the ability to travel as much as 25 percent of the time. History of developing and sustaining effective working relationships with a variety of internal and external constituents including elected officials, state and regional affiliates, state and local governments and other nonprofit organizations. Ability to safely lift and carry objects weighing 25 pounds and visit project sites in the field. Computer skill in Microsoft Word, Excel, PowerPoint, and Publisher. Proven experience managing a member-based association is a plus.

Time Commitment Required: 24 hours per week, Monday – Friday; flexible work schedule possible

Salary and Applicable Fringe Benefits

The position is tentatively funded at 24 hours per week with a starting wage rate of \$18.00 per hour plus an additional \$7.00 per hour in-lieu of benefits stipend totaling \$25.00 per hour actual gross wage rate.

Benefits include:

- Flexible hours work schedule
- Unemployment Compensation Fund Eligibility
- Social Security program participation
- Workers Compensation Act Insurance
- Paid Vacation Leave
- Paid Sick Leave
- Paid Federal Holidays

Potential candidates for the position should have the following skills and/or experience to apply:

- Proficiency with Microsoft Office software
- Good oral communication skills
- Good written communication skills
- Be self-motivated
- Enjoy variety of work
- Enjoy learning new things
- Enjoy working with other people and partners

Interested candidates may apply on line at www.indeed.com to be considered for the position. Letters of interest with a personal resume' attached may also be submitted electronically via email to pennsoilrcd@wccconservation.net or via regular mail to Executive Director; Penn Soil RC&D Council; 4000 Conewango Avenue; Warren, PA 16365. A verbal interview will also be required to make the final selection from a short list of the best qualified candidates upon review of all the applications received by December 31, 2023.