



# POSITION ANNOUNCEMENT

## Calhoun Conservation District

### District Manager

Phone (269) 781-4867, ext. 5  
e-mail calhouncd@gmail.com  
www.calhouncd.org

Posted 10/12/23

#### DESCRIPTION

The mission of the Calhoun Conservation District (District) is to serve, educate, and empower the community by providing technical assistance and information to landowners in all aspects of natural resource management. The District Manager will help the District to achieve this by growing, supporting, and staffing programs and initiatives that benefit the future generations of Calhoun County.

This position is 40 hours per week during normal District business hours of Monday – Friday, with partly remote hours allowable. Position includes occasional evening and weekend hours for meetings, conferences, and special events.

#### JOB DUTIES

- Serve as the primary point of contact for the Calhoun Conservation District
- Work cooperatively with Natural Resource Conservation Services (NRCS) and Farm Service Agency (FSA) offices located in the USDA Service Center building
- Seek, apply, and manage grants that help the organization achieve its mission
- Supervise staff including grant-funded positions and serve as a liaison with Board of Directors
- Plan monthly Board meetings and submit monthly staff reports
- Work with the Board treasurer and accountant to set an annual budget and monitor organizational expenses and grants throughout the year
- Work with Board chair to update Annual Report, Business Plan, Five-Year Need Assessment Plan
- Plan and coordinate yearly Annual Meeting and Election
- Participate in operation reviews with the Michigan Department of Agriculture and Rural Development (MDARD)
- Apply for Calhoun County yearly budget allocations and provide progress reporting to the County Board of Commissioners
- Communicate with partners and the public through events, written articles, and social media.
- Manage the Calhoun Conservation District website (calhouncd.org) and social media.
- Create quarterly e-newsletters for email distribution
- Organize and facilitate conservation education events and oversee volunteers
- Coordinate fundraisers including, but not limited to Spring Tree Sale, Fall Tree Sale, Hunting Leases, and No-till Drill Rental
- Serve as point of contact for District properties with the public and property neighbors
- Represent the Board with local and state legislators for District advocacy
- Maintain District accounting practices and fiscal policies to support operations
- Travel, and occasional overnight stays for meetings/conferences

**QUALIFICATIONS**

- B.S. in Natural Resources or similar program of study
- Minimum of two (2) years of related work experience with grant-writing experience
- Familiarity with local natural resource assets and issues
- Proficiency with Microsoft and Google applications, social media
- Valid drivers license

**COMPENSATION**

Hourly rate commensurate to experience; \$23 starting hourly wage includes vacation/sick pay, benefit package with retirement and health savings allowance. At-will employment, as defined by the State of Michigan.

**APPLICATION PROCEDURE**

Please submit a cover letter, resume and three references via email to [calhouncd@gmail.com](mailto:calhouncd@gmail.com)

**Application materials must be received by November 1, 2023.**

If you have questions, email [calhouncd@gmail.com](mailto:calhouncd@gmail.com). Visit [www.calhouncd.org](http://www.calhouncd.org) for more information about Calhoun Conservation District.

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CONDITIONS OF ANNOUNCEMENT – Calhoun Conservation District reserves the right to amend the content of this position announcement without notification and may at any time withdraw the announcement.

EQUAL EMPLOYMENT OPPORTUNITY – Candidate will be considered without discrimination for any non-merit reason such as race, color, national origin, religion, age, disability, political beliefs, sexual orientation, marital or family status, or membership in an employee organization.

**Calhoun Conservation District**

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