

CONNECTICUT

RESOURCE CONSERVATION & DEVELOPMENT

- Title:** Executive Director/Environmental Programs Manager
- Employer:** Connecticut Resource Conservation & Development Area, Inc. (CTRC&D)
1066 Saybrook Road, Haddam, CT
- Employment Status:** Full Time Salary
- Hours:** 30-35 hours/week
- Location:** Remote work with monthly staff meetings: CTCRC&D Office at 1066 Saybrook Road, Haddam, Connecticut.
- Salary Range:** \$75,000- \$82,000, based on experience and hours

Organization Profile

Connecticut Resource Conservation & Development (CTRC&D) is a 50-year-old nonprofit that specializes in strategic partnership development, agricultural viability, rural economic growth, and natural resource conservation and protection. CTCRC&D has extensive experience via numerous USDA funding and other grant awards for projects and programs. The organization and staff have honed our ability to positively impact Connecticut residents and businesses by teaming with other nonprofits, local-regional-state government as well as educational institutions to create sustainable, synergistic, and dynamic projects and programs. These projects and programs have successfully benefited economic growth and viability of agriculture, job creation, apprenticeships, and small business in Connecticut, especially in rural and underserved communities. CTCRC&D's work assists communities with economic growth while also enhancing natural resource protection that serves to support community health and wellbeing. The CT RC&D Council's Board is comprised of staff from partner organizations (80%) and at-large members of the community (20%).

Candidate Profile

The Executive Director -Environmental Programs Manager is a qualified individual who seeks to promote the conservation and resource management mission of CT RC&D. The position offers an opportunity to help a dynamic organization grow while also creatively leading a highly skilled professional staff. This position provides administrative oversight of all CTCRC&D programs, staff and operations and builds awareness of innovative conservation practices for land use, economic growth, agriculture, and planning policy. As a hands-on position working, the Executive Director-Environmental Programs Manager manages and builds awareness for CT RC&D's conservation mission and environmental programs. Current program and finance staff are experienced with management and budgeting of CT RC&D programs and projects. Currently, this is a remote-work position.



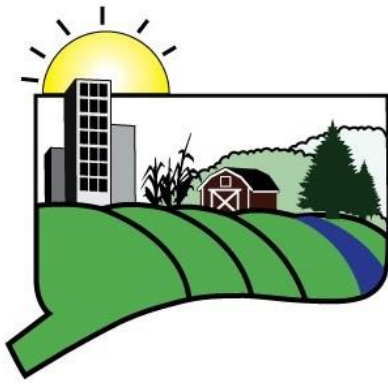
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JOB DUTIES AND RESPONSIBILITIES:

Administrative Executive Director Tasks

- Ensure that infrastructure and human resource mechanisms are enacted to support existing and newly hired staff; assist with the establishment of appropriate compensation and benefit policies, including the effective use of financial resources toward support of staff time and talent, and practices.
- Work with Financial Administrator and Administrative Financial Coordinator to monitor financial operations and ensure that fiscal structure is conducted in accordance with accepted standards of accounting, regulatory agencies and policies established by the Board; ensure the organizations financial and funding structure is adequate for its current needs and long-range strategy, financial reporting, and filings with rating organizations such as Guidestar are updated annually.
- Support administrative and program staff during grant writing process with review to ensure work program and budget fiscally sustains CT RC&D operations. Ensure timely response for all submissions; follow through for review, compliance, and evaluation processes.
- Oversee staffing and on-call consultants to ensure updates and continuity of the CT RC&D operations including weekly- monthly updates to primary website and ancillary websites and social media to promote accurate and up-to-date information.
- Work with CT RC&D Council to provide yearly staff evaluations and policy updates as needed for optimal management of operations.
- Serve as central spokesperson and advocate for CT RC&D Council and direct publicity, public relations, and external communications.
- Establish strong links and collaborative opportunities with and between partnering organizations and the Connecticut conservation and development community to drive broader and deeper programmatic positive and collaborative impact.
- Support Council in fundraising opportunities and strategies, including creative solutions toward event development and promotion, including hiring and management of fundraising- events staff as directed by Council.
- Promote community awareness and support awareness and recognition of the CT RC&D's brand and mission.
- Support the Administrative – Financial Coordinator and the Council with oversight of Council operations including budget development, strategic planning, oversight of expenditures, contracting, insurance, indirect costs, and financial management updates, including program and project grant budgets.
- Review, sign as agent for CT RC&D, update, monitor grant contracts and consulting contracts.



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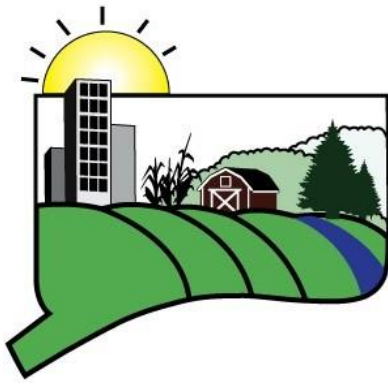
Environmental Programs Manager Tasks

- Management of Environmental Review Team grant funds toward building and sustaining CTCR&D's conservation mission, programs, and projects.
- Create annual budget for ERT Program, exploring opportunities to leverage extra available ERT funds toward match to grant funding opportunities that will expand environmental programs.
- Provide financial reporting to the CTCR&D Council on use of ERT funds.
- Administer and participate in the Environmental Review Team process to include ongoing recruitment of professional volunteers, coordination with town (s) and land trusts and publication of ERT Review Report.
- Marketing the Environmental Review Team Program to individual towns and land trusts through participation and engagement at conferences and seminars
- Presenting on environmental projects and
- Working with CT towns, Councils of Government and Conservation Districts and other partner organizations to build conservation based policy and programs for land use applications.
- Seeking grants/funding to expand CT RC&D's environmental program to create new sustainable practices in land use and planning applications.
- Works closely with the Agriculture Programs Manager and Youth Education Coordinator to provide conservation based educational opportunities for conservation and agriculture practices in Connecticut municipalities.
- Coordinate proactively with partners and other organizations to build environmental stewardship practices into land use and planning policy
- Participate in state organizations and working groups that build resilience and sustainability in land use applications and planning policy.

Knowledge, Skills, and Abilities:

In addition to the knowledge, skills, and abilities associated to perform above tasks, this position requires a self-motivated individual who is curious, creative, and enthusiastic about conservation, agriculture, and sustainable rural economic growth and land use planning. Preferred qualifications include:

- A bachelor's degree in one of the following areas: environmental studies, planning and land use, geography or similar degree and a minimum of five years management experience, including human resource and budgeting, ideally in the nonprofit or government sector, or
- A master's degree in one of the above areas and a minimum of three years management experience, including human resource and budgeting, ideally in the nonprofit or government sector.



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- Senior-level management experience working closely with a Board of Directors, preferably nonprofit or government sector.
- Ability to communicate, manage and provide effective outreach and administration in a virtual environment.
- Experience with environmental justice and diversity, equity and inclusion policies and training.
- A demonstrated track record of working with environmental, agriculture and resource conservation organizations and interfacing with community organizations.
- A proven positive track record of staff supervision as well as creative and flexible management in a non-profit setting, work remotely with in person staff meetings.
- Working knowledge and experience of federal, state, and municipal grant writing, reporting and management.
- Experience working in local community settings; knowledgeable about community issues and responsive to community resource and economic opportunities
- Exceptional communication skills, both verbal and written.
- Exhibit a high level of personal and professional integrity and ethics
- Works well in a flexible, friendly, busy, and dynamic combination of remote and office settings
- Willingness to travel throughout state for work tasks, to build awareness of CT RC&D and highlight programs.
- Organizational, time and task management skills are desirable
- Working knowledge and experience with Microsoft software: Excel, Outlook, Access, and Word and online programs such as Canva, Mailchimp, Zoom, Microsoft Teams.
- Experience mapping and design software programs such as ESRI and/or Adobe Design Products are desirable
- Experience as volunteer or professional, with conservation, agriculture, or natural resources.
- Must pass a criminal background check.
- Must possess a valid driver's license and have a good driving record.

Benefits package: Health Insurance contribution, SEP IRA 5% contribution, 403B plan, Flexible Spending Account, as well as vacation, sick and personal time, holidays, and flexible work schedule around daily core hours.

TO APPLY: Application Deadline: January 2, 2023. Send cover letter and resume to Council@ctrkd.org Attention: John Guskowski, President

CT RC&D is an Equal Opportunity Employer. Our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.