



Executive Director for the Washtenaw County Conservation District

Position Announcement

ABOUT THE WASHTENAW COUNTY CONSERVATION DISTRICT (WCCD)

The WCCD is a local government agency that has played a significant role in assisting residents and landowners with access to trees, plants, and conservation tools in Washtenaw County since 1948. Our mission is to assist residents with the conservation, management, and wise use of natural resources in Washtenaw County. Since 1951 the WCCD has distributed over 7.1 million trees, shrubs, and native plants for various conservation purposes along with providing outreach and education of conservation practices across the community.

The organization currently has twelve funded staff positions and five elected members of the Board of Directors. Recently, the WCCD has seen incredible growth and expansion in programming and services delivered to the community.

POSITION SUMMARY

The Executive Director is a hands-on, dynamic leader who oversees day-to-day operations and works with the Board of Directors to implement the strategic vision and priorities of the WCCD. The Executive Director creates long-term funding strategies, implements organizational development plans, and oversees the District's finances; directs all aspects of human resources; leads program development; builds and maintains organizational partnerships, and supports staff and board development. The successful candidate should have considerable experience and a proven success record leading an organization through sustained growth, creating infrastructure development to support that growth, and maintaining structured process improvement.

POSITION RESPONSIBILITIES

- **Management & Administration (25%)**
 - Ensure organizational compliance with Conservation District Law and MDARD policies.
 - Review, develop, and implement organizational processes and procedures that support and streamline the organization's operations.

- Supervise and support the Finance Administrator in managing payroll, financial recordkeeping, budget preparation, annual audits, and financial reporting.
 - In coordination with the Finance Administrator, maintain an up-to-date database of organizational assets (land, buildings, vehicles, tools) and delegate maintenance responsibilities.
 - Collaborate with the Development Manager to orchestrate grant management, including coordination of matching funds, commitments and oversight of additional grant projects as needed.
 - In conjunction with the Development Manager, ensure timely grant reporting submissions.
 - Act as main liaison with Washtenaw County Administration to address IT, hardware, office, and other operational needs supported by the County.
 - Manage any organization-wide bidding and selection processes for consultants or contractors as required.
 - Oversee land acquisition or sale processes as necessary.
 - Ensure the timely development and publication of the Annual Report.
- **Human Resources (20%)**
 - Recruit, train, and lead a team of highly capable, passionate individuals who are committed to our core mission and values, foster a culture rooted in equity, collaboration, personal and professional growth, and continuous improvement.
 - Coordinate professional development opportunities for staff.
 - Facilitate and support the Human Resources Committee.
 - Identify and propose capacity-building strategies such as forming new committees, expanding leadership roles, recruiting associate directors, creating internship programs, etc.
 - Coordinate all-staff meetings and communications, retreats, and professional development activities.
 - Manage the annual staff review and work agreement process; provide regular check-ins and ongoing support to direct supervisees; develop and distribute regular staff satisfaction surveys; analyze feedback and implement improvements as appropriate.
 - Oversee employee compensation and benefits to support effective performance, retention, and recruitment.
- **Board Support and Development (12%)**
 - Organize and facilitate the Board Leadership Committee.
 - Prepare for, coordinate, and manage monthly Board of Directors meetings.
 - Manage the election process for board members, and facilitate outreach and onboardings.
- **Program Development (10%)**
 - Collaborate with program staff to launch and manage new projects, ensuring milestones and deliverables are achieved on schedule.
 - Provide ongoing support for existing programs.
- **Organizational Development (20%)**
 - Ensure annual work plans align with and advance goals outlined in the annual Strategic Plan.
 - Collaborate with Development Manager to create an organizational and fund development plan, including donor cultivation and capital campaign planning.

- Support the Development Manager in establishing a 501(c)(3) “Friends of” organization and defining its relationship with the WCCD. Strengthen internal capacity through fundraising plan, grant writing, sponsorships, investment opportunities, and seeking major donors.
- Develop and implement policies and procedures to clarify roles, streamline processes, and optimize workflow.
- **Partnership Development (1%)**
 - Serve on the Conservation District Employees of Michigan (CDEM) Board, representing Michigan Association of Conservation Districts Region 10.
 - Build and cultivate new and existing partnerships with organizations, legislators, public sector agencies, institutions, and businesses, serving on relevant boards, task forces, and committees.
 - Enhance the visibility and positioning of WCCD by sustaining a public presence (e.g., coalition leadership, conference presentations, annual reports) and through engaging communications, including the monthly newsletter, the annual report, and the website.
- **Professional Development (3%)**
 - Identify any potential gaps in skills and source training opportunities to fill those gaps.
 - Stay current with existing and emerging natural resources issues impacting Washtenaw County and surrounding areas.
 - Commit to ongoing professional development through the Employee Development Plan (EDP).

REQUIRED QUALIFICATIONS

- Must live in the greater Southeast Michigan region, with a strong preference for residency in Washtenaw County.
- Working knowledge of Conservation/Agriculture/Environment.
- A bachelor’s degree in public administration, non-profit administration or related field, with a master’s degree preferred.
- Four or more years of relevant organizational leadership management experience.
- Experience managing a rapidly growing organization and related development and implementation of strong internal processes and procedures.
- Adept at problem solving.
- Significant experience with managing budgets, financial reporting, and grant writing.
- Experience with managing all aspects of Human Resource functions.
- Experience in meeting facilitation and public speaking.
- Excellent organizational skills with the ability to meet deadlines.

DESIRED QUALIFICATIONS & ABILITIES

- Familiarity with county-wide conservation efforts.
- Strong financial management and experience with government entities (State and Federal grants).
- Strong written and verbal communication skills and interpersonal skills.
- Strong visionary leadership to grow the organization while sustaining successful

programming.

- Excellent process improvement skills and ability to multi-task.
- Comfortable with overseeing a hybrid/remote working environment.
- Excellent computer skills. Computer workstation will be provided, including a standard PC, on a shared network with Windows-based software.
- Ability to learn and integrate the use of project and time management software (ASANA and Toggl).
- Able to work outdoors in varying conditions; able to lift 20 pounds.
- Must maintain a valid driver's license.
- Willingness to travel regularly for regional partner events, conferences, meetings, and farm site visits.
- Must be able to pass a security background check.

SALARY, BENEFITS, WORK HOURS, LOCATION

This position is based in Ann Arbor, Michigan. Work location/schedule will follow the organization's hybrid structure, with time generally split between the main WCCD office, remote (home), and fieldwork. The WCCD office is located at the Washtenaw County Service Building at 705 N. Zeeb Rd, #201, Ann Arbor 48103. Typical work hours will be Monday-Friday, 8:00am – 4:30pm. Some evening and weekend work will be required.

This is a full-time, FLSA exempt, salary position starting at \$75,000-\$110,000 dependent on education and experience. As a full-time, exempt employee, the Executive Director is entitled to the WCCD's benefits package, which includes full medical insurance (includes dental, vision, and other ancillary benefits) or the ability to waive this benefit and instead receive a standardized taxable cash payment or retirement contribution, 13 paid vacation days, 13 paid sick days, 13 paid State/Federal holidays, and 2.5 hours of flextime per week. Other benefits as described in the Employee Handbook.

TO APPLY

Please submit a cover letter, resume, and two professional references by email to jill.dohner@macd.org by 4:30 p.m. on June 5, 2026 or until filled. The applicants will be reviewed on a rolling basis. Please combine all application materials into one PDF file for review and state "Application – Executive Director" in the email subject line. Contact Board Director Vice Chair Jill Dohner at the above email address with any questions related to the position. To obtain further information about the Washtenaw County Conservation District visit our website at www.washtenawcd.org.

The Washtenaw County Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit fact.