

EXECUTIVE DIRECTOR FOR SOUTH CAROLINA ASSOCIATION OF CONSERVATION DISTRICTS

Candidates should email an application to include a Cover Letter and a Resume to 3scacd@gmail.com. Applications will be accepted until a candidate is hired for the position.

Duties

Potential employee shall perform all duties of the Executive Director (ED) and such other duties as may be assigned from time to time by Executive Committee of Association.

The Executive Director of the South Carolina Association of Conservation Districs (SCACD) shall serve as the chief administrative officer of the State Association, oversee day-to-day operations of the organization, and shall serve as liaison between the Executive Committee, conservation partners, and the membership of the State Association in accordance with the Bylaws.

Responsibilities of the ED shall include, but are not limited to, the management of the day-to-day operations of the office of the SCACD; financial management of the SCACD under the direction and authority given by the Executive Committee; assisting with development of and conformance to the operational budget; communications with the SCACD membership, public relations, collaboration with conservation agencies, elected officials and other organizations of Local, State, and Federal Governments as needed. The ED shall be employed solely by the Executive Committee of Association, which shall have the sole authority over the Executive Director. The ED shall carry out policies of SCACD as set forth by the Executive Committee and shall work closely with all committees of SCACD in coordinating and executing such matters as is determined.

Potential employee is expected to work an average of **thirty-two (32) hours per week** when averaged over one (1) month.

Knowledge and Skill Requirements

Microsoft Office and other online platforms

ACH Banking and Direct Deposit Forms

Basic Payroll Tax Forms

Knowledge of QuickBooks

Ability to speak in public settings

Competent verbal and written communication

Salary

Salary will be commensurate with experience. Additionally, there is a potential for commission-based payment in addition to the base salary of up to 10% for each qualifying event.* Each qualifying event and the compensation accompanying the same is subject to the approval of the SCACD Executive Committee.

Location

A formal office for potential employee is located at the South Carolina Department of Natural Resources Conservation District Section Headquarters located at **5 Geology Rd., Columbia, SC 29212**. Following a ninety (90) day probationary period wherein potential employee must work all thirty-two (32) hours at the formal office, potential employee shall work twenty-four (24) hours per week at the formal office. The remaining eight (8) hours required of Employee may be spent working offsite.

*Subject to the restrictions detailed in the Employment Agreement to be signed by potential employee