

## **Executive Director – State Association of Kansas Watersheds**

### **Salary:**

Pay negotiable based on experience.

### **Job Type:**

Part Time – 90 hours per month – Could become full time with additional funding.

### **Location:**

Applicant must reside in the State of Kansas or be willing to relocate.

### **Office Location and Travel:**

The State Association of Kansas Watersheds does not have a main office. Interested candidates must be able to work from home. Storage of SAKW office equipment, field equipment and documents will be at the candidate's home office. Travel is required with some overnight and out of state trips.

### **Benefits:**

Mileage reimbursement.

Other reimbursements as approved by the board of directors.

### **Application Deadline:**

Applications accepted until position is filled.

### **Anticipated Start Date:**

Start date will be negotiated between the candidate and the board of directors.

### **Position Overview:**

This is a part-time position working for the State Association of Kansas Watersheds Board of Directors in partnership with member watershed districts. Other state and federal partners include the KWO, KWA, NRCS, USACE, KDA (DOC and DWR), KDHE and numerous other federal, state, and local conservation partners to promote and grow watershed districts in the state of Kansas. This position includes building/maintaining partnerships, ensuring communications and coordination between partners, overseeing and administering grant and other program funding, advising districts on watershed projects, working with districts to ensure proper operation and maintenance projects are completed, develop and implement outreach programs and strategies to promote Kansas Watershed Districts, and working with partners in and out of state to ensure Kansas is a leader in the watershed programs.

**Duties and Expectations:**

Fund and budget management. Manage the SAKW's budget with direction of the board of directors. This includes seeking out new funding sources and grants to further promote and grow the states watershed program.

**Partnerships and Development:**

Maintain current partnerships while seeking new partners with common goals and developing relationships with these partners. Specifically seeking partners that are interested in investing in the SAKW and the 74 established watershed districts in the State of Kansas. Organize, schedule, and manage partnership meetings. Maintain working relationships with all member watershed districts, while seeking to reenlist non-member watershed districts to the association.

**Point of Contact:**

The executive director would act as the point of contact for all SAKW activities including but not limited to bi-monthly board meetings, yearly annual meeting, legislative activities, watershed district activities and all partner organizations.

**Grant Writing and Management:**

Seek grant and foundation opportunities that align with the SAKW goals and objectives, apply for funding, and administer awarded funding with oversight from the board of directors. Work with partner organizations to secure and track progress of current grant funding. Write performance reports and share with the board of directors, partners, and local watershed districts.

**Outreach:**

Plan and lead opportunities for program exposure and growth in the state of Kansas. Work with other federal, state, and local program managers to promote and grow the states 74 watershed districts. Activities included but not limited to local watershed district tours, participation in local watershed district board meetings, dam watch program overview and training, participate in local regional advisory committee meetings, legislative updates, watershed district administration workshops, operation and maintenance and dam safety workshops, section 404 of CWA workshops and the SAKW website. Developing and using social media platforms to promote the SAKW and member districts.

**Legislative Responsibilities:**

The position requires a great deal of communication and outreach to all state and federal legislators. Register annually as a state lobbyist, introduce sponsored legislation through State Representatives and/or Senators, testify on introduced legislation, and schedule visits with state and federal legislators.

**Qualifications:**

The SAKW Board of Directors is looking for a candidate with an education in or extensive background in conservation practices, water resources, biology, engineering, agriculture, or other closely related fields of study. The board will closely evaluate each candidate's educational background and work experiences during the hiring process.

**Expected Experience and Skills Include:**

Planning, budget management, program evaluations and report writing.

Project coordination and execution.

Strong coordination, facilitation, team building and a collaborative approach.

Strong written and verbal communication skills.

Strong background in conservation practices that include flood and sediment control.

Substantial computer and technology skills.

Ability to negotiate agreements with partners and coordinate projects.

Supervisory and/or leadership experience.

Budget management with grant writing experience.

**To Apply:**

Submit a cover letter, resume, and three professional references to:

**Marisa M. Johnson**  
**SAKW Executive Secretary**  
**1509 Canterbury Dr.**  
**Hays, KS 67601**

**Email:** [callmj4mk@yahoo.com](mailto:callmj4mk@yahoo.com)

**For Questions:**

Contact Barb Oltjen, SAKW President, at [wrws@rainbowtel.net](mailto:wrws@rainbowtel.net) or 785-741-0162.