The Upper Peninsula Resource Conservation and Development (UP RC&D) Council is a non-profit conservation organization with a service area that encompasses the entire Upper Peninsula (U.P.) of Michigan. The Council works closely with conservation districts, local, state, federal, and tribal agencies, and other non-profit organizations to implement our mission of promoting the conservation of the natural resources of the Upper Peninsula for the benefit of its current and future residents. The UP RC&D Council is seeking to fill the position of Executive Director/Project Manager. This is currently a 30-hour per week grant-funded position; however, it has the potential to become a full-time position. The UP RC&D Council office is located in Marquette, Michigan, however the Council would consider moving the position to another location in the U.P. to accommodate the ideal candidate.

**Duties of the Executive Director/Project Manager**
- Identify and secure funding for Council programs
- Organize quarterly Board meetings, prepare agendas, record minutes and recruit new Board members
- Implement Board directed Council policies and non-profit organization management requirements
- Prepare an annual operating budget and quarterly financial reports for the Board
- Conduct routine accounting functions – make deposits; pay bills and payroll; monthly, quarterly, and annual payroll tax forms; tax payments
- Prepare and coordinate financial review/audit as required
- Coordinate financial requirements for various grant programs, complete reporting and budgeting
- Hire and train staff; review and coordinate payroll and benefits
- Develop new Council partnerships
- Develop community philanthropy efforts
- Recommend appropriate grant programs to the Board
- Meet with relevant individuals to secure and coordinate grant funds
- Direct the proposal preparation, application for, and implementation of any grant-funded programs or projects which may be appropriate and available to the Council
- Ensure that grant deliverables, reports, and financial documentation are completed by required deadlines
- Perform field work associated with grant implementation, and supervise grant-funded employees
- Participate in regional and state-wide invasive species partnerships
- Make presentations to natural resource professionals and private landowners
- Develop contracts and hire contractors
- Develop state and federal aquatic nuisance control permit applications and ensure compliance
- Provide leadership for the UP Phragmites Coalition

**Required Qualifications**
- Bachelor’s Degree in Biology, Natural Resource Management, Environmental Science or related field
- Excellent verbal and written communication skills
- Highly motivated and organized
- Computer efficiency – Microsoft Word, Excel, PowerPoint & Publisher
- Experience with grant-writing and grant administration
• Ability to work with a diverse group of audiences including professional resource managers, private landowners, and students
• Knowledge of native and invasive plants and vegetative best management practices
• A valid Michigan Driver’s License

**Desired Qualifications**
• Master’s Degree in Biology, Natural Resource Management, Environmental Science or related field
• Experience managing a non-profit organization, or a small business
• Experience hiring and supervising staff
• Knowledge of QuickBooks
• Ability to build and execute social media platforms

Email cover letter, resume, and a list of three references to darcy.rutkowski@upred.org. The deadline for submitting these application materials is 5 pm (EST) on January 27, 2020.