Job Announcement: Chapter and Community Builder

Job Title: Chapter and Community Builder  
Application Due Date: August 27, 2021  
Start Date: October 4, 2021  
Location: Telework is allowed with this position. Travel to Ankeny, Iowa, may be required quarterly. Approximately four trips a year to represent SWCS chapter meetings and events anticipated in addition to quarterly travel to Ankeny, Iowa.

Position Description

This is an exempt position working independently under the direction of the Membership Director. Since the Society’s inception in 1945, a chapter model has been used to provide education, training, and networking at a local level, where a diverse group of conservation-minded members meet to discuss and address the environmental challenges facing their particular landscapes and communities. There are currently 38 chapters around the country, of varied sizes, structures, and levels of activity. Some chapters function independently, while others rely upon the national organization for guidance and support. There is a need to compile and assess information on chapters and chapter/headquarters relations in order to ensure future efforts are productive.

This person is responsible for understanding and responding to the needs of the members, chapters, and conservation professionals we serve to build a consistent and high-performing chapter and community experience as part of a new chapter and community-building structure.

Major Duties and Responsibilities

Development/Project Management: Develop the vision and strategy for a new chapter and community-building structure to grow chapter engagement, and drive initiatives from concept through execution. This position will first and foremost entail forming and overseeing a Chapter Leadership Council to encourage engagement and connection among chapter leaders. Activities may include, but are not limited to, creating clear chapter guidelines, creating and providing a chapter leadership training program, developing and maintaining creative and original templates and other materials for use by the chapters, and developing and managing a mentorship program. Evaluate chapter performance on a regular basis. Provide continuous support and assist in overall management of chapter communities.

Outreach: Manage online forums associated with chapters and help to facilitate conversations through these activities. Build and foster relationships to ensure activity and engagement, and administer “report cards” to assess the chapters.

Support: Provide support to enhance ongoing activities of the Society, including professional development, annual conferences, and publications. Serve as resource person for senior staff and the board of directors.
Team Membership: Assist, as needed, with all aspects of the organization including, but not limited to, events; policy; member relations; fundraising; and board, committee, budget, and organizational development. Represent SWCS at events and meetings.

Position Relationships

Partners and Members: High contact and communication with chapters, members, and partners.

Governing Structure: Interacts directly with the CEO, staff, board of directors, and SWCS committees to carry out major duties.

Public: Interacts with representatives of conservation organizations, professional societies, and other groups whose missions are compatible with that of SWCS.

Qualifications

Candidates should have the following minimum qualifications to apply:

• Associate degree required, bachelor’s degree preferred, in business administration, communications, marketing, agricultural business, management, nonprofit management, entrepreneurial studies, public relations, or other related field
• Ability to work both independently as a self-starter and as part of a team
• Experience developing communities or organizing groups of diverse individuals
• Exceptional oral communication and interpersonal skills, as the majority of duties involve engaging and listening to members, chapters, and conservation professionals
• Ability to comfortably speak in front of and lead large groups
• Strong written communication skills and experience developing regular communications
• Excellent organizational skills and attention to detail
• Ability to manage multiple tasks at once within established deadlines and to work well under pressure
• Problem-solving and critical thinking skills
• Proficiency with Microsoft Office products including Word, Publisher, PowerPoint, Excel, etc.
• Desired qualifications include a demonstrated interest in natural resource conservation, agriculture, environmental studies, or land stewardship, and nonprofit interest or experience

About the Soil and Water Conservation Society

For 76 years, the Soil and Water Conservation Society has been the premier international organization for professionals who practice and advance the science and art of natural resource conservation. We believe sustainable land and water management is essential to the continued security of the earth and its people. Our goal is to cultivate an organization of informed, dynamic individuals whose contributions create a bright future for agriculture, the environment, and society. The Soil and Water Conservation Society is headquartered in Ankeny, Iowa, with chapters across the United States and Canada. For more information, go to [www.swcs.org](http://www.swcs.org).
Our Office Culture

At SWCS, we are a small (but mighty), tight-knit team of individuals who are passionate about soil and water conservation. We care deeply about our work to support the world’s natural resources and serve our community of conservation professionals.

We are as committed to helping each other succeed as we are to our mission. We recognize that when one of us succeeds, it is a win for our natural resources. We also appreciate that each individual brings different perspectives and strengths to the table, and we embrace growth and learning while respecting people’s values and interests. (We start our staff meetings with fun opportunities to share!) We listen to one another and allow space for everyone’s voice to be heard.

We use every problem or challenge as an opportunity to be creative and innovate. We have a positive, collaborative, and solutions-oriented work environment. When we present barriers, we also present solutions.

Within the last year, we’ve embraced remote work and are moving toward a hybrid work experience. Each team member must be resourceful and have the ability to run with things with a high level of autonomy and independence. We don’t hold excessive meetings, but are ready to assist one another when needed.

Justice, Equity, Diversity, and Inclusion

The Soil and Water Conservation Society denounces the systemic racism, discrimination, and inequality that exist today. Racism, discrimination, and inequality of any kind oppose SWCS’s core values, which include respect for people and cultures, and the unification of people with diverse backgrounds, experiences, and ideas. SWCS seeks diverse voices, actively listens, engages in dialogue, thinks critically, and takes meaningful action toward creating institutions and systems that serve and value people equally. Our goals for the world’s soil, water, and other natural resources cannot be realized without justice, equity, diversity, and inclusion. We expect justice, equity, diversity, and inclusion to be a component of all projects.

Salary and Benefits

Competitive salary commensurate with experience. Range is $40,000 to $50,000. Attractive benefit package.

Duration

All positions are dependent on funding and performance. This position is currently funded for three years. Potential to continually maintain position is strong. However, this position, like all positions at the Society, is at-will. Either the Society or the employee may discontinue the employment relationship at any time.

How to Apply

Applications are due August 27, 2021. Interviews will be conducted the week of September 13, 2021. October 4, 2021, is the anticipated start date. Please submit the following materials to erika.crady@swcs.org:

- Resume
• Cover letter
• 3 references
• Writing sample that addresses the following questions, not to exceed one page:
  • What does *community* mean to you?
  • What defines a successful and unsuccessful chapter or community?