

Executive Director (Contract Position – Request for Proposals)

Idaho Association of Soil and Water Conservation Districts (IASCD)

Location: Boise, Idaho (Hybrid or Remote within Idaho possible)

Reports to: IASCD Board of Directors

Type: Independent Contract Position

Overview

The Idaho Association of Soil and Water Conservation Districts (IASCD) represents Idaho's 50 local Soil and Water Conservation Districts, supporting their mission to promote voluntary, locally led conservation on working lands and to strengthen connections between local communities, state agencies, and federal partners.

IASCD is issuing this Request for Proposals (RFP) to identify a qualified individual or firm to serve as Executive Director (contract position). The Executive Director will provide strategic leadership, oversee daily operations, strengthen partnerships, and support the Board in advancing IASCD's mission and priorities.

Scope of Work & Key Responsibilities

Organizational Leadership

- Direct and manage IASCD operations and programs under the guidance of the Board of Directors.
- Ensure alignment with IASCD's mission, bylaws, and board-adopted priorities.

Strategic Planning & Organizational Development

- Support board-led strategic planning and policy development.
- Develop and implement procedures that promote effective, transparent, and efficient organizational management.

Financial & Administrative Oversight

- Manage budgets, contracts, accounting coordination, and reporting.
- Ensure fiscal responsibility and compliance with applicable state and federal requirements.

Partnership & Relationship Management

- Maintain strong working relationships with conservation districts, state and federal agencies, partner organizations, and allied stakeholders.
- Coordinate and communicate with state agencies and legislators as appropriate to support district priorities and information sharing.

Communications & Outreach

- Manage IASCD communications, including website content, newsletters, and social media.
- Ensure consistent, professional messaging that highlights district work and locally led conservation.

Grant & Program Management

- Identify, secure, and administer grants and programs aligned with IASCD's mission and district needs.

Conference & Event Coordination

- Lead planning and execution of the IASCD Annual Conference and other events in coordination with host districts, board committees, and contracted support.

Desired Qualifications

- Demonstrated expertise in agriculture, natural resource management, conservation program administration, public administration, or related fields.
- Minimum of seven (7) years of leadership, program, or project management experience, preferably within conservation, agriculture, or the public sector.
- Familiarity with Idaho state government, agency processes, and legislative structure strongly preferred.
- Experience with budgets, grants, and financial oversight.
- Strong written and verbal communication skills.
- Ability to work independently, manage multiple priorities, and travel within Idaho as needed.

Education

Bachelor's degree or equivalent combination of education and relevant professional experience required.

Proposal Submission Requirements

This position is being filled through a Request for Proposals (RFP). Proposals should be concise, clearly organized, and include:

1. Statement of Interest – Brief cover letter outlining interest and relevant experience.
2. Qualifications & Experience – Resume or narrative describing relevant background.
3. Proposed Scope of Services – Including estimated time commitment and approach to fulfilling responsibilities.
4. Cost Proposal – Clear description of proposed compensation structure and any anticipated reimbursable expenses.
5. Three Professional References – Contact information included.

Contract Terms

- Independent contractor reporting to the IASCD Board of Directors.
- Contract length and renewal terms to be negotiated.
- Compensation evaluated based on experience, scope of services, and overall value to IASCD.
- Travel within Idaho required.

Submission Instructions

Proposals must be submitted electronically to the IASCD Board at board@iascd.org with the subject line:

“Executive Director RFP Submission”

Proposals will be accepted until the position is filled. To ensure full consideration, proposals should be submitted no later than January 31, 2026.