

## **Executive Director- Minnesota Soil Health Coalition**

The Minnesota Soil Health Coalition is accepting applications for the full-time position of Executive Director. The Soil Health Coalition in Minnesota is producer driven and has a mission to promote the principles of soil health practices. The coalition is led by an elected board, made up of Minnesota agriculture producers across the state. The goal of the coalition is to educate and provide outreach to agriculture producers across the state of Minnesota to improve ecosystem services such as soil health. Soil health has been recognized in Minnesota to provide multiple benefits to the environment, but also to production agriculture. The incumbent will be responsible for providing leadership and coordination of the Minnesota Health Coalition. The position location is negotiable within the state of Minnesota.

### **Qualifications**

#### **Minimum Qualifications**

The applicant must possess experience with agriculture and/or conservation, financial planning, grant writing, marketing, and administrative duties. Candidates must have excellent written and oral communication skills. The Executive Director must have a valid driver's license.

#### **Preferred Qualifications**

Candidates should have five years of experience with business administration, accounting, finance, management, agriculture and/or conservation. They should also possess a minimum of a A.A. or a B.S. degree in business administration, economics, finance, management, agriculture, conservation, or related field. Candidates having experience with different soil health practices (cover crops, no-till, crop rotations, and others) and their effects on the Minnesota landscape are encouraged. Applicants should have a working knowledge of the different state and federal programs available for producers related to soil health. Familiarity with the Minnesota landscape, local environmental issues, and different stakeholders across the state is recommended.

### **Duties and Responsibilities**

- Responsible for assisting the MN Soil Health Coalition in a manner that supports and guides the organization's mission as defined by the board of directors
- Communicates effectively with the board of directors in a timely and accurate manner
- Assists with the creation and implementation of the strategic plan that incorporates a range of strategies including the planning and implementation of goals, finances, social media, and special events
- Work with the board of directors on event budgets, event preparation, as well as going to the events to help set up and clean up
- Lead the education and outreach component of the Coalition such as local events, radio, soil health school, news articles, meetings, interviews, obtaining field videos, website, social media, brochures, fact sheets, giving presentations, and the mentor program
- Responsible for managing trade show appearances
- Identify sources to secure funding for the Coalition along with writing grant applications, submissions, and tracking
- Keep detailed organization and tracking of members, funding, grants, and finance
- Follow the annual budget and work with an accountant to manage financials and tax reporting.

- Create and provide board meeting agendas, minutes, and documents to board, members, and upload to the website.
- Create and provide the board with a monthly report of activities and information that would be relevant to improve the Coalition
- Serving as the MN Soil Health Coalition's primary spokesperson to the organization's constituents, the media and the general public
- Make sure required documents are submitted for maintaining the Minnesota Soil Health Coalition as a tax exempt 501(3)C
- Build relationships and work together with state agencies, federal agencies, and NGO's in Minnesota and across the Midwest to implement mission, vision, and goals of the Coalition
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State
- Act as the purchasing agent for the MN Soil Health Coalition board
- Prepares position descriptions, evaluations, and training outlines for the field coordinator and other staff
- Attend training sessions across the state to stay up to date regarding administration, financial management, grant writing and soil health as available
- Performs other related duties that the board of directors agrees upon
- Travel is required within Minnesota, with the possibility of out-of-state travel.

**Position Status:** Full Time

**Position Term:** Starting after March 1<sup>st</sup>, 2021 until December 31<sup>st</sup>, 2023 with opportunity for permanent employment

**Compensation:** Competitive salary and comprehensive benefits package

**Position Location:** Minnesota

**To apply**

Attach a resume & cover letter and email to [applications@mnsoilhealth.org](mailto:applications@mnsoilhealth.org). Applications will be accepted until Friday, February 5th. Please complete the application materials and for further information regarding this position please contact the Personnel Committee Lead.

**Tom Fick**

**Personnel Committee Lead, Minnesota Soil Health Coalition**

**Email:** [tfick@mnsoilhealth.org](mailto:tfick@mnsoilhealth.org)