



June 2026 | Position Announcement | District Manager of Alger Conservation District

About the District

The Alger County Conservation District is seeking a dedicated and experienced **District Manager** to further our mission of promoting conservation, stewardship, and sustainable use of natural resources in Alger County. This is a **full-time, hourly position** based at 101 Court Street, Munising, MI 49862, with a **target start date of July 14, 2026**.

Position Overview

Reporting directly to the Board of Directors, the District Manager serves as the chief administrator of the Alger Conservation District and is responsible for overseeing all day-to-day operations, finances, programs, field activities, grants, and staff. The ideal candidate combines strong leadership and administrative skills with a genuine passion for natural resource conservation. This role requires excellent communication, financial acumen, grant management experience, and the ability to engage a wide range of partners and community members.

Compensation & Benefits

- **Pay Rate:** \$58,656 annual salary, \$28 per hour, based on education, experience, and current grant budgets; paid bi-weekly
- **Paid Time Off:** 104 hours of sick leave annually; 4 hours of vacation accrued per pay period; 11 paid federal holidays
- **Additional Benefits:** May include a health stipend, retirement stipend, and/or access to the MERS retirement plan with matching contributions

Key Responsibilities

Strategic Leadership

- Develop and implement annual and long-term strategic plans aligned with the district's conservation mission
- Promote the District's mission and programs throughout Alger County through public relations, marketing (print, digital, and web), and community engagement
- Build and maintain relationships with local units of government, elected officials, neighboring conservation districts, and natural resource organizations
- Pursuing and secure funding through grants, the Alger County millage renewal, donations, and private philanthropy
- Attend public meetings inside and outside Alger County to promote the district and strengthen partnerships

Operations Management

- Coordinate, manage, and oversee all District programs, services, and field activities
- Prepare monthly and annual reports, newsletters, calendars of events, tree sale catalogs, and other publications
- Administer the monthly newsletter and annual tree and wildflower order program, including preparation, marketing, sales, and education
- Plan, promote, and facilitate District events including annual meetings, elections, tree and plant sales, educational workshops, and outreach programs
- Organize monthly Board meetings — create agendas, prepare financial reports, and provide relevant information to Board members prior to voting on policies and procedures
- Attend all monthly Board meetings, special meetings, and coordinate the annual meeting
- Collaborate with local, state, and federal agencies including the US Forest Service, National Parks Service, Michigan DNR, MSU Extension, and the Natural Resources Conservation Service
- Participate in and facilitate field mapping and invasive species control activities
- Oversee and maintain District vehicle expenses, maintenance, and insurance
- Perform day-to-day office operations as needed
- Complete all applicable business licensing, accreditation, and local, state, and federal requirements (including business taxes, payroll taxes, and unemployment programs)
- Perform other duties as requested by the Board of Directors

Financial Management

- Develop, manage, and monitor the district's annual operating budget; provide quarterly updates to the Board
- Prepare and deliver complete monthly and quarterly financial reports for the district, including all grants and contracts
- Manage payroll, billing, invoicing, deposits, and bank reconciliations
- Plan, forecast, and oversee project-level budgets
- Identify, evaluate, and pursue relevant funding sources through grants and public/private channels
- Write, submit, track, and implement grant proposals with a strong focus on partner inclusion
- Submit financial requirements for grants, including budgeting and reporting
- Prepare and coordinate financial audits as required by Conservation District Law

Human Resources

- Hire and supervise all District employees, interns, and volunteers
- Lead the full hiring process — create job descriptions, prepare interview questions, establish hiring committees, develop evaluation matrices, check references, and facilitate onboarding
- Conduct employee performance reviews, implement personnel manual policies, and create and update annual work agreements
- Supervise, support, and mentor staff in the performance of their duties

Office & Facilities Management

- Serve as the primary point of contact for the district and provide excellent customer service
- Manage the inventory of office supplies and equipment and order as needed
- Complete all applicable business licensing requirements and participate in ongoing licensing accreditation

Qualifications

Required

- Bachelor's degree in business management, accounting, or related field is preferred. Degrees in biology, environmental science, or similar fields will be considered with a strong administrative background.
- Minimum of two years of experience in natural resource program delivery, management, or organizational leadership
- Excellent verbal and written communication skills; articulate and persuasive speaker and writer
- Strong organizational and time management skills; detail- and goal-oriented
- High degree of self-motivation, initiative, and ability to work independently
- Strong interpersonal skills — ability to work with diverse audiences including resource professionals, private landowners, local officials, and students
- Experience with grant writing and administration
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) and Google Workspace
- Experience with budget planning, forecasting, and financial management
- Experience in public speaking and delivering educational presentations
- Ability to work outdoors in a wide variety of conditions
- Valid Michigan driver's license



- Ability to pass a federal background check
- Ability to work evenings and weekends as necessary to successfully implement District and grant programs

Preferred

- Experience hiring and supervising staff
- Familiarity with accounting practices and bookkeeping; experience with QuickBooks Online or similar platforms
- Familiarity with grant portals such as GrantSolutions, Amplifund, eRA Commons, SAM, and Easygrants
- Experience with field surveying, mapping, and GPS/GIS use; proficiency with Garmin and/or ESRI GIS platforms
- Current Michigan Pesticide Applicator certification (or ability to become certified upon hire)
- Familiarity with local habitats, forest ecosystems, and plant communities
- Strong conflict resolution skills
- Passion for and commitment to the conservation of natural resources and agricultural sustainability

Work Schedule & Conditions

This is a full-time hourly position. Events and program needs may require schedule flexibility, including occasional evenings, weekends, and overnight travel for trainings and conferences.

Equal Opportunity Employment

The Alger County Conservation District is an **Equal Opportunity Employer** and complies with all applicable federal and state laws prohibiting discrimination. We are dedicated to hiring diverse talent and ensuring that every team member is treated with respect and support. Employment with the District is "at will," permitting either party to end employment at their discretion. Employment is contingent upon factors determined by the Board of Directors, including but not limited to available funding, job performance, and changes in program direction.

How to Apply

To apply, please submit a **cover letter, resume, and a list of at least three professional references** compiled into a **single PDF** to:

✉ **Rowan Bunce** at algerchair@macd.org

Applications may also be mailed to: **Alger Conservation District | 101 Court Street, Munising, MI 49862**



Additional information can be found at:



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