

**Winona County
Soil and Water Conservation District**

Position Description

Position Title	SWCD Board Approved
District Manager	April 16, 2026

Position Details

Location	Winona County SWCD - Lewiston MN
Employment Type	Full-Time (Regular)
Employment Status	Permanent
Compensation	\$42.67-\$58.42 Per Hour (\$89,101-\$121,988 Annually) Starting salary is based on qualification and experience.
Benefits	Comprehensive benefits package available.
Work Schedule	40 Hours Per Week, Monday-Friday, 8:00 am - 4:30 pm
Flexible Scheduling	Available
Overtime	Not Available
Remote Work	Not Available
Reports To	SWCD Board of Supervisors

Position Overview

The District Manager provides strategic and operational leadership for the Winona County Soil and Water Conservation District (SWCD), a local unit of government led by an elected, nonpartisan Board of Supervisors. The SWCD works in partnership with landowners and agencies to protect and enhance natural resources for current and future generations.

The District Manager operates under the direction of the Board of Supervisors, which retains final authority on organizational priorities, policies, and decisions. In partnership with the Board, the District Manager sets organizational direction and ensures alignment with local, state, federal, and watershed-level conservation priorities. This role leads staff, budget, and programs to ensure effective operations, fiscal accountability, and measurable conservation outcomes. The District Manager supports program delivery by advancing on-the-ground conservation efforts through technical, educational, and financial assistance.

Success in this role is demonstrated by a team that is clear on expectations, supported in their work, and accountable for outcomes, along with strong, productive partnerships, effective financial management and program compliance, and alignment with Board direction.

Key Responsibilities

Leadership & Management

- Set direction, priorities, and work plans for the SWCD in alignment with Board goals and conservation priorities.
- Lead and supervise staff, establishing clear expectations, providing ongoing feedback, and holding staff accountable for performance.
- Build and sustain a high-performing, collaborative team culture grounded in accountability and support.
- Strengthen systems and day-to-day operations to improve efficiency, consistency, and overall organizational effectiveness.

Financial & Administrative

- Develop and manage the SWCD's budget, ensuring fiscal responsibility and long-term sustainability.
- Oversee financial operations, including records, payroll, and reporting.
- Secure and manage grants and funding opportunities to support SWCD priorities and expand program impact.
- Ensure compliance with all reporting requirements and audits.

Programs & Partnerships

- Oversee conservation programs and project implementation to ensure quality, compliance, and measurable outcomes.
- Build and sustain strong, productive partnerships that advance conservation goals and program delivery.
- Support and advance watershed and natural resource initiatives.
- Represent the SWCD in meetings, committees, and public settings with professionalism and credibility.

Board Support

- Implement Board direction on priorities, policies, and decisions, ensuring alignment across SWCD operations.
- Prepare meeting agendas, materials, and recommendations to support informed decision-making and effective governance.
- Provide regular updates and reports on SWCD operations, programs, and finances to support Board oversight.
- Ensure compliance with open meeting law and governance requirements.

Required Knowledge, Skills and Abilities

- Strong leadership, communication, and interpersonal skills, with the ability to lead with clarity and build trust.
- Ability to build and sustain productive relationships with landowners and partners.
- Working knowledge of natural resource management principles and conservation programs.
- Ability to secure, manage, and align funding and grant resources with organizational priorities.
- Ability to lead, support, and develop staff within a collaborative, accountable team environment.
- Working knowledge of conservation practice design, implementation, and certification standards, with the ability to oversee technical work and support staff in maintaining appropriate NRCS Job Approval Authority (JAA).
- Ability to prioritize, delegate, and manage multiple responsibilities in a dynamic, small-team setting.
- Ability to work independently while staying aligned with Board direction and priorities, and maintaining accountability to the Board.

Performance Review

Performance will be evaluated by the Board and staff on an annual basis during the month of June. This position description and a performance review form will be used as the basis for this review.

Qualifications

Minimum

- Bachelor's degree in natural resources, environmental science, agriculture, public administration, or a related field, or equivalent combination of education and experience.
- 5-7 years of professional experience in conservation, natural resource management, or a related field, with demonstrated leadership or management experience preferred.

- Demonstrated ability to prioritize work, delegate effectively, and manage multiple responsibilities in a small organization or team environment.
- Strong communication and interpersonal skills, with the ability to build and maintain professional relationships.
- Experience managing budgets, financial reporting, or organizational resources.
- Ability to work independently while maintaining accountability to a governing Board.

Preferred

- Experience leading programs, staff, and operations within a public sector or conservation-focused organization.
- Proven success securing and managing grants or external funding to advance organization priorities and program outcomes.
- Experience working with or supporting a Board, elected officials, or governing body.
- Proven ability to build strong, productive partnerships with landowners and local, state, federal, and watershed partners.
- Experience developing staff and fostering a collaborative, accountable team environment.
- Experience strengthening organizational processes, systems, or workflows to improve effectiveness.

Behavior Standards

- Model professionalism and respect by communicating clearly, fostering collaboration, and maintaining effective working relationships with the Board, staff, and partners.
- Demonstrate integrity, accountability, and a commitment to public service in all interactions, decisions, and responsibilities.

Work Environment

Work is performed in a combination of office, field, and public settings. The role includes regular interaction with staff, landowners, partner agencies, and the public, as well as attendance at meetings and events. Travel within the State of Minnesota for meetings and trainings is required.

Physical Requirements

This position requires the ability to perform both office and field work, including sitting, standing, walking, and using standard office equipment. Field responsibilities may involve uneven terrain, outdoor conditions, and occasional lifting of materials or equipment.

Safety and Training Requirements

The SWCD is committed to maintaining a safe and compliant work environment. Employees are expected to follow all applicable safety policies, procedures, and OSHA regulations, and to participate in required training. Employees are responsible for performing their duties in a manner that supports their own safety and the safety of others.

Pre-Employment Requirements

Valid Driver's License

Winona County SWCD is an Equal Opportunity Employer.