

# Executive Director

## Minnesota Grazing Lands Conservation Association

### Position Summary

The Executive Director provides leadership and oversight for the day-to-day operations of the Minnesota Grazing Lands Conservation Association (MNGLCA). This role focuses on organizational growth, partnership development, fundraising and sponsorship efforts, contractor coordination, and public representation of the organization. The Executive Director works closely with the Board of Directors to implement organizational priorities while ensuring programs, events, and outreach efforts are carried out effectively across Minnesota. This position coordinates the work of the Events and Communications Coordinator and Financial Coordinator and serves as the primary operational point of communication between the board, contractors, partners, and sponsors.

### About MNGLCA

MNGLCA is a producer-led nonprofit organization dedicated to preserving, enhancing, and expanding grazing lands across Minnesota through education, outreach, and partnerships. The organization works with livestock producers, conservation professionals, agencies, and community partners to support profitable grazing systems that improve soil health, water quality, wildlife habitat, and long-term agricultural sustainability. MNGLCA hosts field days, grazing schools, workshops, and educational events throughout the state while connecting producers with practical resources, peer learning opportunities, and conservation partners.

### Key Responsibilities

#### Organizational Leadership & Administration

- Lead MNGLCA's day-to-day operations through clear systems, communication, and delegation
- Translate priorities into annual work plans and measurable goals
- Collaborate with the team to review and update organizational strategic priorities
- Communicate organizational priorities clearly to team and partners
- Maintain organizational records, contracts, membership information, and communications
- Ensure compliance with nonprofit, grant, and regulatory requirements
- Prepare and deliver written executive summaries for monthly board meetings
- Maintain timely and accurate administrative work, reports, and follow-up communication

#### Revenue Development & Fundraising

- Develop and implement fundraising strategies focused on grants, sponsorships, and donors
- Maintain relationships with sponsors, donors, and funding partners
- Support or lead grant applications alongside the Financial Coordinator

#### External Relations & Public Representation

- Serve as MNGLCA's primary public representative across Minnesota
- Represent MNGLCA at field days, grazing schools, conferences, meetings, and events
- Build relationships with producers, agencies, organizations, and agricultural partners
- Foster positive relationships with producers across diverse grazing systems and backgrounds

#### Membership & Communications

- Support growth and retention of MNGLCA membership
- Oversee newsletters, social media, outreach, and member communication
- Maintain clear, professional communication that reflects MNGLCA's mission and values
- Prepare communication materials for members, sponsors, partners, and the public

#### Event Oversight

- Provide strategic oversight of MNGLCA events in coordination with the Event Coordinator
- Support development of new educational programming and outreach opportunities

### Financial Oversight & Compliance

- Work with the Financial Coordinator to support the organization's long-term financial health
- Monitor budgets and financial reporting
- Assist with annual budget preparation and financial planning
- Support audits, financial reviews, and grant compliance activities

### Team Coordination

- Coordinate the work and deliverables of team members
- Provide regular communication, direction, and operational support
- Serve as the primary operational point of contact between the board and team
- Ensure activities remain aligned with organizational priorities

### Compensation & Contract Structure

This position is compensated at \$70.00 per hour and is structured as an independent contractor (1099) role. The initial contract term is one year, with the opportunity for annual renewal based on organizational funding and performance. Approved business expenses and mileage are reimbursed according to MNGLCA policy. This is a remote position, and candidates must reside within Minnesota. Regular statewide travel is required for meetings, events, and partner engagement. The position offers flexible scheduling, including occasional evening and weekend responsibilities related to organizational events and activities.

### Required Qualifications

- Strong understanding of agriculture, grazing, conservation, or land stewardship
- Strong written and verbal communication skills, including public speaking
- Ability to work independently and manage priorities without daily supervision
- Demonstrated ability to build partnerships, sponsorships, or funding opportunities
- Proven administrative and organizational skills
- Professional and trustworthy communication
- Reliable high-speed internet for remote work
- Valid driver's license and reliable transportation

### Preferred Qualifications

- Experience in nonprofit leadership, management, or organizational operations
- Experience coordinating a team
- Familiarity with NRCS, SWCD, MDA, or conservation-related organizations
- Experience with sponsorship development, fundraising, or grant writing
- Background in business development, entrepreneurship, or revenue growth
- Ability to tow a medium enclosed trailer for events and field days

### Reporting Structure

The Executive Director reports directly to the MNGLCA Board of Directors and is responsible for maintaining regular communication regarding organizational operations, finances, partnerships, fundraising progress, and major organizational activities. Written organizational updates shall be provided prior to monthly board meetings, and the Executive Director is expected to attend board meetings and provide reports as requested. A formal annual performance evaluation will be conducted by the board based on organizational goals, deliverables, and overall performance.

### How to Apply

To apply, please submit:

- A cover letter outlining your interest in the position and agricultural background
- A resume or professional biography
- Two to three professional references
  - One agricultural reference preferred

Application Deadline: **June 26, 2026**

Target Start Date: **September 1, 2026**

Questions and application materials may be submitted to:  
[hiring@mnglca.org](mailto:hiring@mnglca.org) Star Nelson (507)838-0569