

About the Henricopolis Soil & Water Conservation District

The Henricopolis Soil and Water Conservation District (HSWCD) works to **protect and improve the natural resources of Henrico County** through education, technical assistance, and community partnerships.

Our **mission** is to *educate, motivate, and inspire Henrico residents to be responsible stewards of our soil and water resources.*

Our **vision** is *a community where every citizen understands and participates in the stewardship of our natural environment.*

The District Manager leads the charge in turning that mission into measurable outcomes — combining administrative leadership, conservation expertise, and strategic partnerships to ensure the District’s programs, including those aligned with the **Virginia Department of Conservation and Recreation (DCR)**, are implemented with excellence and integrity.

Position Summary

The District Manager serves as the **chief administrative officer** of HSWCD and is responsible for all operations, programs, personnel, and fiscal management under the guidance of the Board of Directors. This position requires a leader who can balance administrative precision with field-level knowledge — particularly in managing technical conservation programs such as the **Virginia Agricultural Cost-Share (VACS) Program** — while fostering an environment of collaboration and innovation across staff, partners, and the community.

Essential Duties and Responsibilities

Leadership & Administration

- Oversee the daily operations of the District office and provide leadership to all staff and contractors.
- Implement Board directives and ensure all District activities comply with **local, state, and federal laws**, including DCR policies and guidance.
- Prepare and present reports, budgets, and materials for monthly Board meetings; attend and document meetings as required.

- Maintain and update District policies, personnel records, and operational procedures.
- Oversee IT systems, inventory, and office infrastructure.
- Create and maintain a strategic plan for the District that includes the goals of individual staff members and the measurement and communication of meeting those goals. This would include funding requirements.
- Serve as the liaison to Henrico County administration for the management of the ongoing MOU and any other MOU's that the District decides to enter.

Fiscal & Grant Management

- Manage District finances in accordance with **Virginia's Desktop Procedures for District Fiscal Operations**.
- Prepare budgets, financial reports, and annual audits; ensure fiscal transparency and accountability.
- Identify, apply for, and manage grants that support District programs.
- Ensure all grant and cost-share documentation meets DCR and Commonwealth reporting standards.

Program Oversight — VACS and Technical Operations

- Administer and oversee the **Virginia Agricultural Cost-Share (VACS) Program** as guided by DCR.
- Ensure VACS program compliance, recordkeeping, and timely submission of deliverables.
- Supervise staff responsible for technical assistance, data entry, and BMP verification.
- Support and review the development of **conservation plans, nutrient management plans**, and **best management practice (BMP)** implementation.
- Monitor progress toward District VACS performance benchmarks and collaborate with DCR field staff on audits and updates.
- Oversee the conservation equipment rental program and provide support for other state and local initiatives that improve soil and water quality.

Education & Community Outreach

- Represent the District as a community leader and spokesperson for conservation.
- Develop and deliver presentations to schools, civic groups, and local governments to promote awareness of District programs and resources.
- Oversee newsletters, the Annual Report, and public education materials that reflect District initiatives.
- Build and maintain strong partnerships with local, regional, and state conservation agencies, nonprofits, and community groups.

Human Resources & Staff Development

- Supervise, coach, and evaluate District staff and interns.
- Lead a positive, accountable, and mission-driven organizational culture.
- Coordinate staff development and ensure team members receive necessary training for VACS implementation, reporting, and technical certifications.

Knowledge, Skills, and Abilities

- Strong working knowledge of **soil and water conservation principles, BMPs, and DCR program requirements**, particularly the **VACS program**.
 - Familiarity with **natural resource management, agricultural practices, and stormwater management**.
 - Competence in fiscal management, including budgeting, grant reporting, and cost-share administration.
 - Ability to manage multiple projects and meet deadlines under changing priorities.
 - Strong written and verbal communication skills; confident in presenting to public bodies and community audiences.
 - Demonstrated leadership and team-building skills.
 - Computer proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint) and willingness to learn new software platforms.
 - Ability to work independently, exercise sound judgment, and represent the District professionally in all settings.
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Education and Experience

- Bachelor's degree in **natural resources, agriculture, environmental science, business administration, or related field**; or equivalent professional experience.
 - Minimum **10 years of progressively responsible experience** in conservation, public administration, or nonprofit management, including **direct experience with cost-share or grant-funded programs**.
 - Experience supervising staff, managing budgets, and working with boards of directors.
 - Must pass a **criminal background check**.
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Work Environment

This position combines office management with field-based oversight. Occasional attendance at evening or weekend meetings and public events is required. Field visits may involve exposure to varied weather and terrain conditions.

Our Commitment to Inclusion

The Commonwealth of Virginia supports Henricopolis SWCD through financial and administrative assistance provided by the Virginia Association of Soil and Water Conservation Districts and the Virginia Department of Conservation and Recreation. Henricopolis SWCD programs, activities and employment opportunities are available to all people regardless of disability, race or color, national origin, traits historically associated with race or religion, including traits associated with hair, religion or creed, gender, gender identity, sexual orientation, age, pregnancy status, childbirth or related medical conditions, marital status, veteran status, whistleblower status or genetic information.

Compensation

Salary is commensurate with experience and consistent with state and local funding guidelines. Benefits include health insurance, paid leave, holidays, and professional development opportunities.

Salary Range: \$75,000-\$90,000/year

To Apply: Please fill out a fillable application (found on the Job Postings page at www.hswcd.org). Send the fillable application in addition to a resume and cover letter to Claiborne Yarbrough, Personnel Chair, at cyarbrough@hswcd.org.

Application Closing Date: December 12th, 2025