



**Nebraska Association of
Resources Districts**

8100 S. 15th St., Suite B
Lincoln, NE 68512

Executive Director Job Description

The Executive Director shall be the chief administrative officer of the Nebraska Association of Resources Districts (NARD), NARD Foundation (the Foundation) and the NARD Intergovernmental Risk Pool (the Risk Pool). The Executive director shall administer the business affairs of the three entities and carry out the policies and directions of the Board of Directors. The Executive Director shall report to the NARD Board of Directors by working directly with the NARD President and Executive Committee.

The Executive Director shall work with other associations, agencies, and individuals to promote natural resource protection and management programs, develop coalitions on issues, and/or to develop workable and reasonable solutions to natural resource issues of concern. Additional duties may be assigned from time to time to deal with these issues.

Integrity and honesty are the highest priority of the Executive Director.

NARD Management

- The Executive Director shall manage, direct and guide staff employed by the Association. The Executive Director shall be responsible for overall management of the office. Duties include:
 - Serve as the fiduciary for sound fiscal management of the NARD.
 - Develop and follow internal control procedures to assure proper and sound financial management of the NARD as directed by an independent audit firm.
 - Maintaining and enhancing a positive and clean work environment for NARD employees.
 - Work with the Board and Managers to hire NARD staff to work with the NRDs on programs and services for the NARD, NARD Foundation, and NARD Intergovernmental Risk Pool.
 - Preparing detailed annual financial budgets, with the assistance of the Board, NRD Managers and NARD staff, and following the budget categories.
 - Provide quarterly financial reports to the Fiscal Planning Committee and Board.
 - Develop and improve a monthly expense reporting system for all employees.

- Seek appropriate outside sources of revenue that decreases the reliance on dues.
 - Maintain and improve the research account to assist local NRDs with research and development programs.
 - Work with the president and executive committee to hire an accountant and an independent audit firm to provide an annual audit and reports to the board.
 - Develop and implement a strategic plan for the NARD with the assistance of the Board, NRD Managers, and NARD Staff.
 - Work directly with the Board and related committees on NARD issues.
 - Manage the development and implementation of various meetings and conferences by involving the Board, committees, managers, conservation partners and vendors.
 - Develop and disseminate information and reports to the Board and NRD Managers and when appropriate to conservation partners on a regular, timely basis.
 - Record, maintain, and provide minutes of NARD Committees, Board and Business Session meetings.
- Coordinate legislative activities for NARD and NRDs. Duties include:
 - Coordinate activities involving state legislation for NARD and the NRDs, as directed through the NARD's policies and resolutions.
 - Maintain and update the NARD Policy Book.
 - Register as the lead lobbyist representing the NARD.
 - Contract (with Board Approval) with an independent lobbyist(s) and maintain, enhance and foster a good working relationship with the Nebraska Legislature.
 - Provide a detailed summary of legislation pending before the legislature to the Board, NRD Managers and Conservation Partners.
 - Coordinate testimony at legislative hearings on bills that impact NARD and NRDs.
 - Work with the Board, Legislative Committee Chairman and NRD Managers to coordinate and implement the NARD legislative policies.
 - Work with other agencies, organizations, and individuals to develop coalitions on legislative issues.
 - Provide weekly updates on legislative activities to the NARD Board, NRD Managers and Conservation Partners.
 - Provide notice of upcoming NARD meetings, Legislative Hearings, Interim Study Hearings and other meetings involving natural resource issues to the NARD Board and NRD Managers.
 - Work with national organizations, federal agencies, other organizations and the Nebraska Congressional Delegation on national issues of concern.
 - Coordinate and improve the NARD Retirement and Benefits Programs. Duties include:

- Work with the Benefits Advisory Committee to seek improvements to the retirement and benefits programs for NRD employees and their families.
 - Work with the Executive Committee to make recommendations to the NARD Board to maintain and improve a financially sound retirement and benefits program.
 - Develop programs that help districts create recruiting and retention of employees for the districts.
 - Work with consultants and third-party vendors to improve the benefits program.
 - Work with regulatory entities and professional service advisors to assure compliance.
- The Executive Director, with the assistance of NARD staff, shall be responsible for the development and implementation of NARD Board meetings, conferences, and other meetings. Such meetings shall assist the districts by keeping them and the board members informed of current issues and relevant information and by providing board and staff training. Duties include:
 - Prepare and finalize agendas and speakers for NARD meetings, conferences and other meetings.
 - Incorporating the NARD Board members and NRD Managers in development of the meeting agendas, speakers and topic issues.
 - Incorporate board members and NRD employees as moderators of sessions.
 - Develop other informational meetings on issues of concern, including but not limited to, basin issues and other issues that involve NRDs.
 - Coordinate the annual NARD Basin Tour with the NARD Board and NRD Managers.
 - Include continuing education training programs to board members, staff and conservation partners.
 - Attend and participate in other meetings that are of concern to the NARD Board and/or NRD Managers.
 - Disseminate information regarding national meetings and conferences.
 - Attend national meetings and conferences as appropriate and coordinate special programs for Nebraska attendees at such meetings.
- The Executive Director shall be responsible for developing and enhancing public relations, with the assistance of NARD staff, to work with the board, committee, managers and local NRD staff to improve natural resource conservation efforts, other local NRD programs and projects. These include:
 - Work with the NARD Board and NRD Managers to develop and enhance the image of the NRDs.
 - Work with NARD and NRD staff to develop promotional, informational, and educational brochures and materials.

- Work with elected officials, organizations, and partners to promote NRDs, NARD and natural resource issues.
 - Work with federal agencies to promote conservation partnerships of natural resource protection and enhancement programs.
 - Provide timely news articles related to natural resources to the NARD Board, NRD Managers and NRD Information staff.
 - Incorporate public relations training programs at NARD conferences and other events.
 - Work with consultants to improve public relations efforts.
 - Improve the use of social media to promote conservation of natural resources.
 - Maintain and improve the NARD website.
 - Develop and publish an annual report highlighting NARD and local NRD efforts to improve conservation, NRD and NARD programs.
- The Executive Director, with the assistance of NARD staff, shall be responsible for the development and implementation of NRD Manager Meetings. Such meetings shall assist the districts by keeping them informed of current issues and relevant information. Duties include:
 - Coordinate quarterly meetings with the Managers to keep the managers informed of timely natural resources management issues.
 - Develop and maintain a leadership and committee structure to assist with natural resource management and improved NRD operations.
 - Incorporate conservation partners into the agendas to continue to foster working relationships to protect natural resources.
 - Coordinate and improve the annual managers retreat.
 - Incorporate the managers into the policy development and legislative process.
 - Seek input from the managers for improvement to programs and natural resources management.
 - Relay recommendations from the managers to the NARD Committees and Board.
 - Seek and incorporate input from the managers on conference topics and speakers.
 - Provide NARD Staff Reports at manager meetings.
 - Perform other duties as assigned.

NARD Foundation Management

- The Executive Director shall manage, direct and guide the NARD Foundation (“the Foundation”) by working with the NARD Foundation President, Executive Committee, Board, Managers and NARD staff to maintain and improve the goals and objectives of the foundation. Duties include:

- Serve as the fiduciary for sound fiscal management of the Foundation.
 - Develop and follow internal control procedures to assure proper and sound financial management of the Foundation as directed by an independent audit firm.
 - Work with the Board, NRD Managers, state agencies and other organizations to sponsor natural resources education and leadership programs.
 - Incorporate board members and NRD employee involvement at sponsored events.
 - Manage properties owned by the foundation.
 - Prepare detailed annual financial budgets, with the assistance of the Board, Managers and NARD staff, and follow the budget categories.
 - Provide detailed quarterly financial reports to the Fiscal Planning Committee and Board.
 - Work with the president and executive committee to hire an accountant and an independent audit firm to provide an annual audit and reports to the board.
 - Work with the Board and others to continue to build the financial soundness to become one of the premier foundations for natural resources education and leadership development in Nebraska.
 - Continue to seek additional programs to sponsor that fit the overall goals of developing future leaders in Nebraska.
 - Fund, coordinate and improve the Nebraska Envirothon.
 - Sponsor and encourage participation in programs such as Ag in the Classroom, Nebraska Ag Youth Institute, FFA, ACE Camp, Nebraska LEAD.
 - Incorporate fundraisers at the annual meeting to provide funding for Foundation programs.
 - Develop other fundraisers that also help promote NRD programs and projects.
 - Work with consultants and third-party vendors to improve the program.
 - Work with regulatory entities and other professional service providers to assure compliance with all laws and regulations to maintain tax exempt status.
 - Record, maintain, and provide minutes of NARD Foundation Committees, and Board meetings.
- Perform other duties as assigned.

NARD Intergovernmental Risk Pool

- The Executive Director shall manage, direct, and guide the NARD Intergovernmental Risk Pool (“the Risk Pool”) by working with the NARD Risk Pool President, Executive Committee, Board, Managers and NARD staff to maintain and improve the goals and objectives of the state licensed health insurance company. Duties include:

- Serve as the fiduciary for sound fiscal management of the NARD Intergovernmental Risk Pool.
 - Develop and follow internal control procedures to assure proper and sound financial management of the Risk Pool as directed by an independent audit firm.
 - Work with the Nebraska Department of Insurance to maintain the insurance license for the Risk Pool.
 - Work with consultants, accountants, and other professional service providers to file quarterly and annual reports to the Nebraska Department of Insurance.
 - Work with the president and executive committee to hire an accountant and an independent audit firm to provide an annual audit and reports to the board.
 - Work with consultants and third-party vendors to stay in compliance with required changes in coverages and other products that will improve the benefits for NRD employees.
 - Maintain and improve the vision reimbursement, long-term disability, life insurance and other program services.
 - Provide detailed quarterly financial reports to the Fiscal Planning Committee and Board.
 - Work with the Risk Pool Stop Loss Advisory Committee to seek improvements to the health insurance and other benefits programs for NRD employees and their families.
 - Work with the Risk Pool Executive Committee to make recommendations to the Risk Pool Board to maintain and improve a financially sound insurance and benefit program.
 - Develop programs that help NRDs to recruit and retain employees.
 - Work with consultants and third-party vendors to improve the benefits program.
 - Work with regulatory entities and other professional service providers to assure compliance.
 - Record, maintain, and provide minutes of the Risk Pool Committees and Board meetings.
- Perform other duties as assigned.

Benefits

Salary commensurate on experience. Retirement and health insurance benefits provided.

How to Apply

Submit a cover letter and resume by Nov. 5, 2026, to:

Ryan Reuter

NARD President

nard@nrdnet.org