



MISSOURI DEPARTMENT OF CONSERVATION DIRECTOR POSITION SPECIFICATIONS

CLIENT

Our client, the **Missouri Department of Conservation (MDC)** was first envisioned by Missouri sportsmen and conservationists by a constitutional amendment in 1936 as one of the first apolitical, science-based, conservation agency, with exclusive authority over fish, forests, and wildlife. The four-member **Missouri Conservation Commission** (the "**Commission**") approves the Wildlife Code of Missouri, as well as **MDC's** policies, long-term strategic planning, budget, and major expenditures. Commission members who are appointed by the Governor, serve staggered, unpaid, six-year terms.

A History of Serving Nature and People

MDC's work began in 1937, when citizen-led efforts created the Department of Conservation to restore, conserve and regulate Missouri's over-stressed fisheries, forests and wildlife populations. During **MDC's** first 40 years, hunting, fishing, and trapping permits provided most of the funding, but in 1976 an expanded program, the "Design for Conservation," was passed to set aside one-eighth of one percent sales tax directly to the agency. That consistent funding, plus a strong, non-political structure and very supportive public helped make Missouri a national leader in conservation. Today **MDC** continues a legacy of protecting Missouri's fish, forest and wildlife resources and helping Missourians connect with nature. **MDC's** goal is to sustain diverse, healthy plant and animal communities — well into the future.

State-Managed Lands for Wildlife, Communities, and You

MDC administers more than 975,000 acres located throughout the state. About 63 percent, or 615,000 acres, are forested.

The forest land occurs on a wide variety of sites and, as a result, there is a broad diversity of plant and animal communities present. Oak and hickory are the most common tree species, but other important species are also found, such as shortleaf pine, eastern red cedar, walnut, ash and cottonwood.

State forest land provides a variety of environmental benefits including wildlife habitat, outdoor recreation, watershed protection, scenic beauty, and wood products.

What We Do

MDC protects and manages the fish, forest, and wildlife resources of the State and provides opportunities for all citizens to use, enjoy, and learn about these resources. Conservation activities are managed and implemented in three areas within the Department which each encompass one of the Department's main goals: Resource Management (MDC Takes Care of Nature); Engagement (MDC Connects People to Nature); and Business and Operations (MDC Maintains Public Trust). Staffing and programs are dedicated to managing natural resources, working with Missourians to deliver conservation, and ensuring opportunities are available for all to enjoy Missouri's conservation heritage. **MDC's** dedicated staff, working with volunteers and partner agencies, have made Missouri a national leader in fish, forest, and wildlife management.

MDC is based in Jefferson City, Missouri and maintains eight (8) regional offices around the State located in: Cape Girardeau; Columbia; Kansas City; Kirksville; St. Joseph; St. Louis; Springfield; and West Plains. Within each region, biologists, foresters, land managers, conservation agents, educators, and administrators care for the land and wildlife and provide nature education and outdoor opportunities in their respective region.

Total staffing for the agency is just under 1,800 salaried and hourly personnel. The total agency operating budget is just over \$217 million. Sources of revenue include Hunting and Fishing Permit Fees (15.8%), Conservation Sales Tax (60.3%), Federal Reimbursements (17.6%) and Sales, Rentals and Miscellaneous (6.3%).

ABOUT JEFFERSON CITY

Jefferson City, the State Capital of Missouri, is located nearly equidistant from Kansas City to the west and St. Louis to the east. Kansas City is home to the Kansas City Chiefs and Kansas City Royals. St. Louis is home to the St. Louis Blues and the St. Louis Cardinals. Jeff City, as it's known, was named for President Thomas Jefferson and was named the capital of Missouri in 1821. Jefferson City's economy is based on the government, health care, manufacturing, retail, education, and tourism industries. The City's school system is highly regarded and includes two public high schools, two public middle schools, and eleven public elementary schools. There are also five private elementary schools and three private high schools. Jefferson City is also home to Lincoln University, a historically black public university.

Jefferson City sits just south of the Missouri River at the northern edge of the Ozark Plateau, just 40 minutes by car from the Lake of the Ozarks, a major resort area with one of the largest man-made lakes in the world. The city also sits on the popular Katy Trail, a popular destination for bike riders and campers, which stretches for 237 miles across the state, mostly following the path charted by Lewis & Clark along the Missouri River.

Just 30 miles north of Jefferson City is the City of Columbia, home to the University of Missouri Tigers, who compete in the rugged Southeastern Conference (SEC). Founded

in 1839, Mizzou is the oldest public university west of the Mississippi. In addition to its highly-regarded School of Journalism, Mizzou offers degree programs in multiple disciplines. Mizzou's nationally recognized School of Natural Resources is a trusted source of talent and continuing education. The University is credited by many as the originator of the popular American fall tradition known as "homecoming".

For more information about Jefferson City and the surrounding area, please see:

Jefferson City Convention & Visitors Bureau	www.visitjeffersoncity.com
Jefferson City Chamber of Commerce	www.icchamber.org
Jefferson City News Tribune	www.newstribune.com
Columbia Tribune	www.columbiatribune.com

THE OPPORTUNITY

The Commission is seeking an inspiring leader as **Director** who can work effectively with a wide range of people, interests, and perspectives, and demonstrate exceptional communication, problem solving, and relationship building skills. This role reports directly to the Commission and will be responsible for all **MDC** programs and services necessary to protect and manage the State's fish, forest, and wildlife resources; serve the public; and provide opportunity for all citizens to use, enjoy, and learn about fish, forest, and wildlife resources.

The **Director** will oversee eight (8) direct reports which include: Deputy Director, Business & Operations; Deputy Director, Resource Management; Deputy Director, Engagement; General Counsel; Internal Auditor; Human Resources Branch Chief; Assistant to Director, Operational Excellence; and Commission Secretary/Executive Assistant.

The Director's Key Responsibilities include:

- Facilitates development of the **MDC's** fiscal year budget consistent with the policies, goals, and priorities, and provides administrative oversight of expenditures of monies.
- Serves as the primary liaison with the 4-member **Commission** of the **MDC**; making recommendations for the **Commission**; implementing **Commission** policy and direction; informing/engaging the **Commission** in Department activities and priorities.
- Directs activities to further public recreation, appreciation and use of fish, forest, and wildlife resources, including recommendations to the Wildlife Code, so long-term and sustained public use and benefits occurs.
- Oversees the **MDC's** legislative program and communicates with the Governor, Governor's staff, legislators, and their staff on matters pertaining to Department priorities and issues.
- Provides counsel to executive leadership team, reviewing accomplishment of Branch goals and objectives, monitoring **MDC's** performance, and making overall recommendations for revisions as necessary to achieve goals and priorities.

- Reviews correspondence prepared for **Commission's** and/or Governor's signature.
- Reviews all recommendations for **Commission** action including changes to the Wildlife Code.
- Oversees and guides strategic plan development, resource allocation, and delivery of **MDC's** strategic initiatives and priority programs.
- Directs the development of policies, procedures, and plans to manage Missouri's fish, forest, and wildlife resources effectively and efficiently.
- Provides oversight and guidance to the daily internal functions of the **MDC**; identifies strategies for the effective management and retention of a diverse and complex workforce; reviews and approves new hires, promotions and other personnel actions.

Ancillary Job Duties

- Serves as the **Commission** and **MDC** liaison with a variety of government and non-government entities.
- Coordinates at the regional and national level with other state and federal fish, forest, and wildlife agencies to further the mission of conservation in Missouri.
- Promotes understanding of, and support for, conservation management programs by giving public presentations, communicating with the media, and serving as a member of boards and committees.
- Employs meaningful measures to monitor progress and solicit and evaluate internal and external input to improve the **MDC's** processes and accountability.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree in Fisheries, Forestry, Wildlife Management, Biological Sciences, Environmental Science, Communications, Business, Public Relations, Public Administration, or related field.
- An advanced degree is highly desirable.
- Significant (10 or more years) of progressively responsible professional experience, with a least six (6) years in a senior management capacity.
- Must hold or acquire a valid, current Missouri driver's license.
- Significant staff management and mentoring experience.
- Experience working for a board or commission, as well as elected officials, is highly desired.

Desired knowledge, skills and abilities

- Knowledge of environmental and natural resources management relative to fisheries, forestry, wildlife, outdoor recreation, and enforcement to ensure resource needs are met, challenges are resolved, and operations are fully resourced.
- Knowledge of environmental and natural resources laws and regulations to ensure compliance.

- Skills in the principles and practices of administrative functions (financial, human resources, public relations, and program/project management) sufficient to ensure continued Departmental success.
- Strategic and operational planning and budgeting sufficient to ensure Department-wide focus on the allocation and appropriate use of financial resources.
- Knowledge of the principles and practices of executive management to ensure a fully functioning senior staff.
- Skills in political, legislative, and rule-making processes to ensure mandates are promulgated and effected.
- Ability to make independent decisions and act quickly and decisively on determined course of action.
- Ability to establish and maintain effective working relationships with members of all types of groups, **MDC** staff, and the public.
- Ability to work effectively as a team member and assist in resolving conflicts.
- Ability to effectively communicate orally and in writing with the **Commission**, **MDC** personnel and the public.
- Ability to develop and present programs to individuals and groups.

PERSONAL CHARACTERISTICS

- The highest ethics and integrity; strength of character to hold self and others accountable to high standards of performance.
- Highly developed communication skills: an excellent listener who is also an accomplished presenter, both orally and in written communications.
- Proven leadership ability: can articulate a shared vision and obtain staff “buy-in”.
- Solid talent management skills: inspires others to high standards of operational effectiveness and efficiency.
- Outstanding interpersonal skills: ability to work with a wide variety of constituents/personality styles and develop good rapport with consultants, staff, and other stakeholders.
- Visionary and Strategic thinker.
- Strong work ethic and sense of commitment and dedication.
- Intelligence, maturity, common sense, and good judgment.
- Fair, even and impartial; acts and responds factually and without bias.

COMPENSATION

The **Commission** will offer the successful candidate a highly competitive compensation package and a comprehensive benefits package which includes paid vacation, sick leave, and holidays, health insurance, employee development and training, a clothing allowance, an assigned work cell phone, a pooled agency vehicle, a defined benefit retirement plan (MOSERS), employee credit union services, deferred compensation savings and investment plan, tuition reimbursement, cafeteria program, paid life insurance, paid accidental death and dismemberment insurance, employee wellness and

assistance programs, State discounts, and more. Relocation assistance, if necessary, will be negotiated on an individual basis.

This **Director** role is expected to be an in-office full-time position.

APPLICATION PROCESS

The current **Director** has served in the office since November 2016. She will be retiring effective July 1, 2024. EFL Associates, an executive search firm, is assisting the **Commission** with this important search. All calls and inquiries should be made through the search firm representatives listed below. All applications and referrals will be held in confidence. Review of applications will begin immediately and resumes and cover letters must be received no later than March 8, 2024. **To apply, please forward your resume and a cover letter to Tamara Wesely at tamara.wesely@eflassociates.com.**

NON-DISCRIMINATION

EFL Associates and the **MDC** do not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, or medical condition.

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