

Southeastern Association of Fish & Wildlife Agencies (SEAFWA)
Operations and Coordination Services
Contract Position Description
SEAFWA Executive Director

SEAFWA Directors Support and Coordination

Assist and advise the SEAFWA State Agency Directors, SEAFWA Executive Committee, SEAFWA Committee Chairs and others engaged in the work of SEAFWA and implementing actions associated with its bylaws and approved operational procedures. Assist and advise the President, Executive Committee, Committee Chairs, and others with implementing action items approved by the Directors. Assist and advise the President and Executive Committee in responding to information requests from the Association of Fish and Wildlife Agencies (AFWA), Regional Associations, federal partners, nongovernmental organizations (NGOs) engaged in conservation and others.

Function as advisor for Committee Chairs and facilitate communication between committees and Directors to assist the flow of SEAFWA business. Coordinate the work of the SEAFWA Foundation. Function as primary point of contact for SEAFWA correspondence and communications. Coordinate or respond as appropriate to requests for information from members, committees, AFWA, Regional Associations, federal partners, NGOs engaged in conservation and others. Participate in quarterly teleconferences with the AFWA Executive Director, selected AFWA staff and other Regional Association coordinators. Represent SEAFWA on various national or regional committees and task forces as requested by the President. Perform other duties and tasks as required to support and coordinate SEAFWA business.

SEAFWA Business Administration

Maintain appropriate files of SEAFWA correspondence, programs, activities, operational procedures, meetings, committee appointments, etc. Work with the host of the SEAFWA website to maintain information that is applicable to member states. Ensure the SEAFWA website is current, interesting and usable by member states. Work to help ensure the SEAFWA website serves as a repository for SEAFWA's history.

SEAFWA Annual Conference

Maintain schedule of annual SEAFWA conferences. Manage and oversee contract with conference event management company. Provide information to the conference planner, host state staff, program chairs, committee chairs and others regarding annual conference procedures, financing, expenditures, protocols and traditions. Organize a SEAFWA Committee Chair meeting during the Annual SEAFWA Conference. Assist the Awards Committee and the C.W. Watson Award Committee to fulfill their duties according to established timelines and procedures. Assure that all award plaques are present at the conference banquet for presentation. Obtain plaques for the C.W. Watson Award, SEAFWA Officer of the Year Award, Biologists of the Year Awards, Special Recognition Awards, Past Presidents' Award and other awards as deemed appropriate.

SEAFWA Journal and Proceedings

Work with the Journal Managing Editor regarding the process for submitting and accepting manuscripts for consideration for the SEAFWA Journal. Work with the Managing Editor and Associate Editors (for both Fisheries and Wildlife) as needed to ensure timely and credible peer review and editing of manuscripts for publication in the Journal. Work with the Managing Editor and SEAFWA webmaster to ensure timely production and posting of Journal. Oversee necessary contracts for editing and publication of SEAFWA Journal. Ensure that the online versions of the Journal and Proceedings are accessible on the SEAFWA website. Maintain a hard copy(s) of the previously published Proceedings for historical purposes.

SEAFWA Spring and Fall Directors Retreat and Meeting Coordination

Coordinate spring and fall Directors' retreat and business meetings with the host state staff. Solicit agenda items from Directors, Committee Chairs and others for Directors' meetings at least 45 days prior to meetings. Prepare meeting agendas and obtain President's approval for these agendas. Solicit summaries of agenda items from presenters and send to Directors in briefing packet at least 15 days prior to meetings. Work with the host state staff to assure that the meeting room is appropriate and properly configured for meetings. Record, transcribe and prepare draft minutes of meetings, send to Directors for review and comment and submit for approval at following meeting. Follow up as necessary to help ensure decisions are implemented and action items are completed.

SEAFWA Contracts Management (Financial Manager and other SEAFWA Contracts as Instructed by the SEAFWA President)

Manage contract with SEAFWA Financial Manager and stay fully informed on SEAFWA financial matters. Coordinate with and provide oversight to the Financial Manager to ensure timely reporting and management of SEAFWA financial matters.

Knowledge, Skills and Abilities Required

Basic knowledge of state and federal fish and wildlife agencies, other natural resource agencies (e.g., Forestry, EPA, NOAA, USGS), NGOs engaged in conservation, outdoor industry associations and other groups is required. Proven organizational, management and communication skills are critical to the successful fulfillment of the job duties. Attendance at Directors' Meetings and SEAFWA's Annual Conferences is required. It may be important to attend other related meetings, such as the AFWA Annual Meeting and North American Wildlife and Natural Resources Conference.

Compensation and Expense Reimbursement

Compensation will be determined by the President in consultation with the SEAFWA Board of Directors. Contract period will be 2 years with options for renewal as agreed upon by SEAFWA and the contractor. Office space and office equipment (e.g., desk, file cabinets, computer, printers, etc.) will be provided at contractor expense. Local travel,

except to the airport for official SEAFWA travel, will not be reimbursed. Travel for official SEAFWA business such as the Annual SEAFWA Conferences, SEAFWA Directors' Meetings or other meetings as approved by the President will be reimbursed at the actual hotel charges with meals and travel reimbursed at the current federal per diem rate. Paper, ink, files and other office expenses will be reimbursed at cost.

Apply by – January 15, 2022

Start Date – February 15, 2022

Send letter of interest and resume to

**Curtis R Hopkins
SEAFWA Executive Secretary
160 Ruger Drive
Flora, MS 39071**