

# North Carolina Wildlife Resources Commission

## Executive Director Job Description

### Background

The North Carolina Wildlife Resources Commission (NCWRC) was established in 1947 and charged with the stewardship of North Carolina's fish and wildlife resources. Those resources are held in trust for the public benefit and considered to be owned by the public as opposed to individual landowners. Thus, they are public trust resources for all citizens, and a legacy for future generations.

The NCWRC's enabling legislation established a commission governance model, which is fundamentally designed to: avoid undue intrusion of politics into agency management; ensure citizen participation in establishing policy for agencies; provide recreational opportunities by mandating stewardship for the resource; and ensure ethical and prudent operation of the agency. Commission governance is composed of dedicated citizens who serve as trustees for fish and wildlife resources.

In North Carolina, the board (Commission) of the NCWRC is comprised of 19 members. The commissioners are empowered with regulatory responsibility to set rules for hunting, fishing, trapping & boating safety. The commissioners are very engaged in agency policy development and work closely and collaboratively with agency professional staff through committees.

By design, the Commission is a "generalist" board whereby none of the commissioners are appointed to represent specific interest groups. Every two years, the Governor appoints 3 of 9 district commissioners who serve 6-year terms. The Governor also appoints two At-large commissioners for four-year terms. The North Carolina Senate and House of Representatives each appoint four commissioners to serve two-year terms.

### Mission:

To conserve North Carolina's wildlife resources and their habitats and provide programs and opportunities that allow hunters, anglers, boaters and other outdoor enthusiasts to enjoy wildlife-associated recreation.

### Organization of the agency

The NCWRC employs approximately 650 full-time staff and approximately 75 to 100 temporary staff for seasonal or other cyclical peak demands. The agency is primarily field-based with more than two-thirds of the workforce distributed across all 100 North Carolina counties. The agency's functional areas of operation include:

- Conservation Science
- Law Enforcement
- Land and Water Management/Access
- Administration
- Conservation Policy
- Engineering
- Constituent Support and Engagement

The NCWRC annual operating budget of approximately \$85 million is derived from a variety of revenue sources including: license receipts, vessel receipts, federal funds, legislative appropriations, timber sales, and other receipts. Payroll and associated personnel costs comprise approximately fifty percent of the annual operating budget. In the 2017-2019 biennium, the authorized non-appropriated capital improvement budget was \$22,600,000. This value fluctuates in each biennium depending upon infrastructure and land acquisition priorities.

North Carolina Wildlife Endowment Fund, a \$136,939,204 endowment where the principal and interest can be used only for the purpose of supporting wildlife conservation programs of the State.

For more details and a complete overview of the NCWRC, please go to [www.ncwildlife.org](http://www.ncwildlife.org).

### **Specific Responsibilities and Duties of the Director**

The Director is responsible and accountable for the following:

- Selecting, directing, and supervising all personnel of the NCWRC.
- Providing overall leadership and direction to NCWRC division and office administrators and managers who develop, implement and administer the programs and policies established by the Commission.
- Cost-conscious resource allocation and effective organizational management and strategies to assure successful program design and implementation.
- Interactions with the Legislature including drafting and support of legislation which accomplishes strategic plan mission and goals.
- Compliance with all applicable governmental laws, rules and policies.

The Director provides overall strategic leadership, vision, and operational structure, including commitment of staffing and budgetary resources and courses of action such that agency administrators can successfully develop and implement the programs and policies of the NCWRC. The Director is accountable for forecasting human, financial, and operational resource needs, including staffing, revenue and expenditure balancing, capital investment for lands and agency infrastructure, and prioritization of available resources to best achieve strategic plan outcomes.

The Director assures contacts and relationships with other state agencies, the Attorney General's Office, General Assembly, Congressional Delegation, various associations, and wide-range of conservation partners and constituents are maintained and enhanced to assure agency objectives are fulfilled effectively and efficiently.

Requests for program initiatives originate from various sources including commissioners, staff, other agencies, legislators, and constituents. The Director provides overall guidance and direction to assure initiatives are consistent with the mission and vision set forth in the strategic plan.

The Director represents the NCWRC and the State of North Carolina on various boards and associations including but not limited to:

- Association of Fish and Wildlife Agencies
- Southeast Association of Fish and Wildlife Agencies
- N.C. Sentinel Landscape Committee
- Southeast Regional Partnership for Planning and Sustainability

### **Knowledge, Skills and Abilities, and Other Characteristics**

- Thorough knowledge and understanding of the NCWRC's rules, and regulatory authority, statutes, programs and processes related to agency programs.
- Thorough understanding of the administration of science and technology of biological ecosystems and its application to conservation of wildlife resources and their habitats;
- Excellent ability to effectively plan, lead, direct, motivate, and empower, highly-skilled professional staff.
- Excellent interpersonal and verbal and written communication skill, particularly as it relates to clearly and effectively conveying complex or unfamiliar information to a wide-range of internal and external stakeholders, including commissioners, staff, legislators, county commissioners, and the public.
- Excellent ability to manage multiple, concurrent priorities, and recognize and adapt to changing priorities.
- Ability to maintain effective working relationships and establish and maintain the highest level of integrity with all internal and external stakeholders.
- Proven ability to open-mindedly engage with all constituencies to overcome challenging limitation to achieve strategic objectives.
- Strong working knowledge of program development, public policy formulation and implementation.
- Strong working knowledge of federal, state and local government operations and legislative processes, including funding mechanisms.
- Strong working knowledge of scientific data and research methods so as to be able to evaluate data and research results.
- Ability to design, implement, and communicate multi-dimensional, short and long-range plans for complex systems, including identification of various barriers to strategic plan outcomes along with strategies and tactics to overcome those barriers.
- Demonstrated ability to anticipate conflicts and apply proactive leadership to fairly and equitably achieve resolution.
- Demonstrated ability to fairly and equitably mediate and resolve conflicts and complex problems.
- Consider diversity as an asset and foster an environment where people feel welcome to participate.

- Support collaboration and demonstrate that working together achieves better outcomes.
- Treat all people with dignity and fairness.
- Emulate honesty, reliability, and ethical behavior.
- Demonstrate a commitment to professional excellence.

### **Qualifications**

- An undergraduate degree in a related field required; advanced degree preferred;
- Significant senior-level or executive experience with at least ten years of related leadership experience.

### **Salary**

Competitive salary commensurate with executive professional experience.

### **Application Process**

Armstrong McGuire & Associates, based in Raleigh, NC is conducting this search. To apply click on the link to the NC Wildlife Resources Commission profile at [www.ArmstrongMcGuire.com/apply](http://www.ArmstrongMcGuire.com/apply). You will see instructions for uploading your cover letter, resume and professional references. Finalists will be asked to provide a writing sample. In case of any technical problems, contact [beth@armstrongmcguire.com](mailto:beth@armstrongmcguire.com). Review of candidates will begin immediately and continue through the application deadline of March 31, 2020. The North Carolina Wildlife Resources Commission is an [Equal Opportunity Employer](#).