



Virginia Association of Soil and Water Conservation Districts (VASWCD)
7308 Hanover Green Drive, Suite 100, Mechanicsville, VA 23111-1793
(804) 559-0324 • Fax (804) 559-0325 • www.vaswcd.org

VASWCD Virginia Conservation Assistance Program (VCAP) Coordinator

Position Summary

The Virginia Conservation Assistance Program (VCAP) Coordinator serves as the statewide lead for the Virginia Conservation Assistance Program, providing strategic leadership, program administration, technical oversight, and continuous program improvement to advance voluntary conservation efforts throughout the Commonwealth.

Working under the direction of the VASWCD Executive Director and Board, the Coordinator is responsible for the overall management, implementation, and long-term success of VCAP. The position oversees statewide program delivery in partnership with Virginia's 47 Soil and Water Conservation Districts (SWCDs), manages multiple funding sources including state and federal, supervises the VCAP Assistant Coordinator, develops policies and technical guidance for committees, coordinates program partners, and leads strategic initiatives that improve program effectiveness and expands impact. The Coordinator serves as the primary liaison between VASWCD, participating SWCDs, state and federal agencies, funding organizations, nonprofit partners, and committees. The position also provides leadership for program modernization initiatives, process improvements, training efforts, and long-range program planning.

Duties and Responsibilities

Strategic Program Leadership

- Provide statewide leadership, strategic direction, and day-to-day management of VCAP.
- Develop and present long-term program goals, priorities, and strategies that support continued program growth and effectiveness, while ensuring quality.
- Lead continuous improvement initiatives by evaluating program processes, developing practical solutions, and implementing changes that strengthen statewide program delivery, consistency, and long-term sustainability.
- Ensure consistent implementation of program policies and procedures across participating SWCDs.
- Identify opportunities to improve conservation outcomes and public environmental literacy.

Statewide Program Administration

- Oversee administration of all VCAP activities conducted through Virginia's participating SWCDs.
- Supervise VCAP staff by assigning work, setting priorities, and supporting professional development.
- Provide technical assistance, problem solving solutions, and policy guidance to SWCDs and partners.
- Coordinate onboarding and ongoing training for SWCD staff.
- Develop and maintain program manuals, guidance documents, forms, and standard operating procedures.
- Ensure accurate program records and compliance with all applicable policies and grant requirements.

Grant, Budget, and Financial Management

- Administer multiple state, federal, endowment, and other funding sources supporting VCAP.
- Develop program budgets and monitor program performance to ensure responsible financial management.
- Prepare grant proposals and pursue new funding opportunities to expand program capacity.
- Submit grant reports, reimbursement requests, and financial documentation to funding agencies.
- Monitor funding allocations, cost-share expenditures, reimbursement processes, and financial performance.

Technical Program Leadership

- Serve as a statewide resource for VCAP policies, implementation, program procedures, and technical guidance.
- Oversee statewide application review processes and provide technical support to District staff.
- Coordinate updates to technical specifications, manuals, tools, forms, and program guidance.
- Support implementation of quality assurance measures, monitoring efforts, and spot-check procedures.
- Coordinate with technical experts, VCAP Steering Committee, and VCAP Technical Advisory Committee (TAC) to evaluate emerging conservation practices and recommend program enhancements.



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- Serve as staff liaison and Chair of the VCAP Steering Committee and Technical Advisory Committee (TAC).
- Coordinate committee meetings, agendas, supporting documentation, and follow-up actions.
- Facilitate implementation of committee recommendations into program policy and guidance through VASWCD Board of Director approval.

Technology and Process Improvement

- Lead modernization initiatives that improve program delivery, reporting, and data management.
- Identify operational challenges and recommend process improvements that increase efficiency and consistency.
- Coordinate with software developers and partner agencies to translate program needs into functional requirements for software systems and technological solutions.
- Promote data quality, standardization, and effective reporting across all program operations.

Partnership Engagement and Development

- Develop and maintain collaborative relationships with SWCDs, state and federal agencies, nonprofit organizations, local governments, contractors, academic institutions, and funding partners.
- Represent VCAP through presentations, meetings, conferences, trainings, and public outreach events.
- Foster partnerships that strengthen VCAP and expand conservation opportunities throughout Virginia.
- Serve as the primary point of contact for statewide program questions and coordination.

Education, Outreach, and Training

- Lead statewide VCAP training initiatives for SWCD staff, contractors, and partners.
- Develop educational materials, webinars, workshops, and online resources.
- Oversee program communications, outreach campaigns, marketing materials, and website content.

Other Association Duties:

- Assists with the planning, promoting and on location management of VASWCD and VASWCDEF events.
- Represents VASWCD at a number of other regularly scheduled meetings and assists with VASWCD team efforts as needed both in and out of the office.
- Reports to VASWCD Executive Director and Board on a regular basis with program updates.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- Ability to serve as the statewide program expert by providing technical guidance, interpreting policy, developing program procedures, and representing the program to partner organizations, funding agencies, and the public.
- Thorough knowledge of environmental principles, stormwater management, and conservation practices, with the ability to interpret and apply technical standards and best management practice (BMP) specifications.
- Demonstrated ability to lead and manage a complex, statewide conservation program by balancing competing priorities, exercising sound judgment, and independently managing multiple projects and deadlines.
- Strong strategic planning and program development skills, with the ability to identify opportunities for program improvement, evaluate emerging needs, and implement innovative solutions.
- Excellent written and verbal communication skills, including the ability to prepare technical documents, grant proposals, reports, guidance materials, presentations, and correspondence for diverse audiences.
- Exceptional interpersonal and relationship-building skills, with the ability to establish and maintain productive working relationships with SWCDs, state and federal agencies, contractors, and other program partners.
- Ability to facilitate collaboration among diverse stakeholders, build consensus, navigate differing perspectives, and resolve conflicts in a professional and constructive manner.



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- Knowledge of project management principles, including planning, implementation, budgeting, scheduling, risk management, and coordination of multiple concurrent initiatives.
- Experience managing contracts, consultants, vendors, and external partners, including oversight of deliverables, timelines, and project expectations.
- Knowledge of grant administration and financial management, including budget development, funding allocations, reimbursement processes, reporting and compliance with state and federal funding requirements.
- Ability to interpret policies, regulations, technical guidance, and grant requirements and apply them consistently while exercising sound professional judgment.
- Ability to analyze complex information, evaluate alternatives, and develop practical, data-driven recommendations to support program decisions.
- Demonstrated leadership in organizational improvement, business process analysis, and technology modernization, including the ability to translate program needs into functional business requirements for software development or other operational improvements.
- Strong organizational skills with exceptional attention to detail and the ability to maintain accurate records while overseeing complex administrative workflows.
- Experience developing and delivering trainings, facilitating meetings, leading workshops, and presenting technical information to professional and public audiences.
- Knowledge of outreach, education, marketing, and stakeholder engagement principles, including development of educational materials and promotion through traditional and digital communication channels.
- Advanced computer proficiency, including Microsoft Office Suite (Word, Excel, PowerPoint), database systems, presentation software, and ability to quickly learn and implement new technologies.
- Ability to supervise and mentor while fostering a collaborative and productive work environment.
- Physical ability to perform assigned duties, including occasional lifting, carrying, and transporting materials weighing up to 25 pounds.

Minimum Qualifications

Education

- Four (4) year degree from an accredited college or university in environmental science, natural resources, or related field; or an equivalent combination of education, training, and experience.

Required Experience

- Three to Five (3-5) years of progressively responsible experience in program management, natural resource conservation, stormwater management, grant administration, project management, or related field.
- Managing complex multi-partner programs.
- Supervising staff or coordinating multidisciplinary teams.
- Managing grants, budgets, contracts, and funding programs.
- Facilitating stakeholder collaboration and building organizational partnerships.
- Preparing grant proposals, technical reports, guidance documents, and/or policy materials.
- Planning and delivering trainings, workshops, or professional presentations.
- Demonstrated ability to work independently while exercising sound professional judgment.

Preferred Experience

- Working with SWCDs, conservation organizations, state agencies and/or governmental partners.
- Administering cost-share or financial assistance programs.
- Developing program policy, technical manuals, or administrative procedures.
- Serving as a lead or product owner during software implementation projects.
- Technical knowledge of GIS, environmental databases, stormwater BMP implementation and/or technical review.