



## Position Description Director of Education

**Position Type:** Full Time, Exempt

**Salary:** Starting at \$46,600 DOE

**Benefits:** Health, life & long-term disability insurance, paid time off (vacation, sick, holidays), membership privileges, 403(b)

### Job Description:

Fontenelle Forest seeks a dynamic leader to usher its educational programs and services into an ambitious future. Our vision is to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest values its employees and is committed to maintaining a positive working environment; a culture and a value proposition that attracts and retains top, diverse talent. Beyond a personal commitment to diversity, equity and inclusion, we are looking for candidates with past experience integrating equity and inclusion best practices into program management, program development, and program implementation. People who have lived experience in historically marginalized and excluded communities are especially encouraged to apply.

The Director of Education provides vision and leadership for the education department and effectively manages a team composed of teachers, naturalists and interpreters. The ideal candidate for this leadership role will be an experienced team leader and a creative thinker who embraces and exemplifies Fontenelle Forest's mission, vision, and values. This position reports to the Executive Director and serves as a member of the leadership team.

### Primary Duties:

- Refine and improve Fontenelle Forest's current efforts with a focus on both educational outcomes and the program revenue model
- Support the advancement of the strategic plan and provide vision and leadership in setting and achieving department goals.
- Develop a comprehensive interpretive plan and ensure integration of interpretive messages into public, school, education programs, and other appropriate departments
- Provide leadership in the development of a nature preschool
- Exhibit results-oriented supervisory experience
- Hire, train, and lead a diverse team that embraces Fontenelle Forest's values
- Implement quantitative and qualitative program evaluation that enables Fontenelle Forest to measure and demonstrate program impact
- Perform administrative tasks including but not limited to creating program agreements and contracts; coordinating staff scheduling; and, preparing and submitting reports
- Lead staff in the design, development and implementation of education programs and services including on-/off-site programs, nature preschool and early-childhood programs, adult and senior programs, workshops, outreach programs, camps and recreational programs, and informal education experiences
- Work with education staff to enhance and expand volunteer and internship opportunities

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- Develop departmental budget in collaboration with the Executive Director and the Director of Finance & Administration
- Collaborate across departments on grant writing and reporting, program/event marketing, and communicating department outcomes and stories of impact
- Increase Fontenelle Forest's visibility, credibility, and contribution to education related initiatives and dialogues locally, regionally, and nationally
- Assess and improve staffing structure, policies, and procedures

## **Other Duties:**

- Attend and assist with special programs and events
- Perform other tasks and responsibilities as assigned

## **Skills/Qualifications:**

- Bachelor's degree or higher in education, environmental education, science, environmental studies, early childhood education with experience in environmental education, or a related field (Master's degree preferred)
- Minimum of 5 years of experience in education required, with additional experience in informal environmental or science education, outdoor learning, interpretation, or school administration preferred
- Minimum 3 years of experience in staff management, program planning and development
- Demonstrated knowledge of best-practices in environmental education and nature-based education
- Must be a strong communicator with excellent verbal and written communication skills
- Ability to pass a criminal background check
- Ability to work some evenings and weekends
- Some travel may be required
- Strong computer skills and ability to learn new software quickly
- Current CPR and First Aid Certificates are required with three months of employment

## **Physical Demands:**

- Must be able to remain in a stationary position for at least 50-75% of the time while working at a desk/computer
- Person in this position will occasionally lead education and public program groups. Must be able to stand and traverse/ascend/descend dirt trails and walking paths for up to 2 hours at a time
- Occasionally works in outdoor environments in all weather conditions
- Ability to lift a minimum of 40 pounds

**To Apply:** Send resume or description of work history / related experience and 3 professional references to [info@fontenelleforest.org](mailto:info@fontenelleforest.org). Please reference "Director of Education" in the subject line.

*Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.*

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