



## Position Description Director of Education

**Position Type:** Full Time, Exempt

**Salary:** Starts at \$47,500 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. This is an excellent opportunity for an experienced professional to join one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the nation.

The Director of Education provides vision and leadership for the education department and effectively manages a team composed of teachers, naturalists and interpreters. Fontenelle Forest understands that diversity is an indicator of a healthy community and we are committed to being welcoming and inclusive of all people. A demonstrated commitment to equity and working with a diverse team is essential to this role.

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.

### **Responsibilities:**

- Refine and improve Fontenelle Forest's current efforts with a focus on both educational outcomes and the program revenue model
- Provide leadership in the development of a nature preschool
- Exhibit results-oriented supervisory experience
- Provide vision and leadership that advances Fontenelle Forest's progress in accomplishing its vision to be a national leader in environmental education
- Hire, train, and lead a diverse team that embraces Fontenelle Forest's values

### **Primary Duties:**

- Lead alignment of environmental education programs and services with Fontenelle Forest's overall organizational vision and direction
- Create, foster and strengthen educational partnerships throughout the Greater Omaha Metro Area and ensure continued alignment with the state science standards
- Strategically position education programs and services to generate earned revenues

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- Implement quantitative and qualitative program evaluation processes that enable 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 for high school and college students
- Increase Fontenelle Forest's visibility, credibility, and contribution to education related initiatives and dialogues locally, regionally, and nationally
- Develop a comprehensive interpretive plan and ensure integration of interpretive messages into public, school, education programs, and other appropriate departments
- Provide support in developing and managing visitor studies to enhance public learning and the visitor experience
- 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 with experience in environmental education, science, environmental studies, or a related field (Master's degree preferred)
- Minimum of 5 years of experience in education required, with additional experience in 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
- Ability to work independently and as a team with a diverse group of people
- Must be a strong communicator with excellent verbal and written communication skills
- Must possess a valid driver's license and must have own vehicle
- 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
- Commitment to life-long learning
- Current CPR and First Aid Certificates are required with three months of employment



**Physical Demands:**

- Ability to lift up to 50 pounds
- Ability to walk and stand for extended periods of time on uneven and hilly terrain
- Ability to sit for long periods of time at a desk/computer

**To Apply:** Send cover letter, resume, and 3 professional references to [info@fontenelleforest.org](mailto:info@fontenelleforest.org). Please reference "Education Director Position" in the subject line. Application materials must be received no later than May 5<sup>th</sup>.

*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.*