

## **Education and Outreach Director Position Announcement**

**Name of Organization:** Evergreen Audubon, Evergreen, Colorado  
**Title of Position:** Education and Outreach Director

### **Essential Functions**

#### *Leadership and Staff Management (20%)*

- Provide leadership for development and implementation of an annual work plan for the Evergreen Nature Center (ENC) and year-round education programs to meet the long-term goals of Evergreen Audubon's strategic plan.
- Lead by demonstrating the Evergreen Audubon's mission, goals, and values through creative and energetic leadership to the volunteers, Board, and Evergreen Audubon general membership. Establish and maintain clear open lines of communication with the President, Board and among all stakeholders.
- Develop and implement effective strategies to recruit and retain a diversity of volunteers. Express appreciation to volunteers for their contribution.
- Create a positive, safe learning culture that encourages the introduction of new ideas, approaches, and methods to improve the effectiveness of education programs and operations.
- Ensure that staff, volunteers and programs operate in compliance with applicable local, state and Federal laws and regulations.
- Develop core competencies of volunteer staff and implement strategies and systems that ensure that ENC's programs, operations, and customer service meet the highest standards of quality and safety for diverse audiences.
- Demonstrate excellent communication and delegation skills. Promote an open exchange of information and ideas and accept feedback and assistance from others. Provide timely, candid and constructive performance feedback and take action to correct performance inadequacies.

#### *Program Management and Implementation (45%)*

- Design, implement and evaluate educational programs in the ENC and throughout local communities. Ensure our constituency's accessibility to educational services and programs.
- Coordinate the design, fabrication and installation of new ENC exhibits. Refresh and update existing exhibits to provide engaging and accurate interpretation of the Bear Creek Watershed and surrounding environments.
- Ensure Evergreen Audubon's annual evaluation procedures are implemented and assist with reporting measures of success, as defined in the strategic plan, for programs, exhibits, overall use and user satisfaction.
- Oversee the seasonal operation of the ENC and educational programs and events.
- Develop an annual budget in conjunction with the Board (particularly, the Treasurer) and oversee the commitment to meeting the budget.

#### *Board and Community Relations (20%)*

- Regularly communicate with the President and Board about actions that affect operation of the ENC and educational programs.

- Develop and enhance interaction with, and coordination of, the ENC and its programs with the staff of Denver Parks and Recreation and staff and Board of Directors of the Evergreen Parks and Recreation District (EPRD).
- Develop and enhance key relationships and partnerships with a diversity of external stakeholders including the EPRD, Evergreen and surrounding communities and Chambers of Commerce, youth and school educators, environmental/conservation organizations, corporations and businesses, foundations, and governmental agencies.
- Work with the Board Communications Chair to effectively plan, market and implement programs and events, including via social media outlets (e.g., Facebook, Instagram, Twitter).

*Fundraising (15%)*

- Assist Development Chair in planning for future revenue needs and resources to sustain educational programs, including the ENC.
- Work with the Board to design and conduct ongoing fundraising and development activities, including cultivating major individual, foundation, and corporate donors, preparing grant proposals for public agency programs, and fostering community partners.
- Establish and maintain the local, regional, and national profile of Evergreen Audubon through public, professional and personal contacts. Support brand identification of Evergreen Audubon's commitment to excellence in its services.
- Actively pursue grants to support general operations of the educational programming.