



## **DIRECTOR of EDUCATION**

Full Time

Reports to Executive Director

### **Essential Job Functions**

#### ***Program Management***

- Provide visionary leadership and strategic direction for education programs offered primarily but not exclusively at the PCC, and ensure that high quality, mission-based programs are being delivered.
- Direct the development and implementation of interpretive and educational services and products.
- Develop programs and services to meet the changing needs of a variety of audiences.
- Promote and market programs, and monitor and evaluate their effectiveness.
- Oversee the planning, production, presentation, and maintenance of exhibits and products that are relevant to the people of the Rocky Mountain region.
- Develop the annual PCC Education Plan.
- Direct the maintenance, updating, and enhancement of the PCC website.
- Coordinate publication of the PCC newsletter.
- Coordinate programs and exhibit components displayed off-site (e.g., library displays, exhibit booths, etc).
- Coordinate with Volunteer Manager to assure an adequate level of trained volunteers to support program and service needs.
- Stay current with regional and national environmental and education trends.

#### ***Personnel Management***

- Attract, develop, and retain competent interpretive staff.
- Supervise 6-10 interpretive staff members.
- Assess and support the professional development needs of the staff.
- Recruit and develop individuals for internship opportunities.
- Provide leadership for staff and ensure effective personnel management.
- Contribute to the performance evaluation of peers.
- Evaluate the performance of all interpretive staff on a regular basis.
- Encourage conflict resolution within the staff.
- Assist with new employee orientation.

### ***Member of Senior Leadership Team***

- Perform duties as needed in the absence of the Executive Director.
- Support the Executive Director in maintaining an effective working relationship with the PCC Board of Directors.
- Attend Board meetings as requested.
- Develop budgets, action plans, and projects in collaboration with the Executive Director.
- Assist with community relations as needed by maintaining key contacts and representing the PCC at various meetings or other relevant activities.
- Assist in forecasting and tracking of attendance/revenue information.
- Understand the legal, social, economic, competitive, and political forces that influence the organization.
- Assist with fundraising initiatives and grant writing.

### ***Volunteer Support***

- Assist Volunteer Coordinator to ensure effective recruitment, training, retaining and rewarding volunteers.

### ***Continuing Professional Education***

- Attend professional development seminars as appropriate.
- Maintain CPR and First Aid certification.

### ***Minimum Education and Experience***

- Bachelor's degree required; Master's degree preferred; in environmental or life sciences, education, or related field. Knowledge of environmental or life sciences required, Plains history and archaeology a plus.
- Five years experience managing non-traditional/informal education programs.
- Five years experience supervising professional staff.
- Fundraising and grant writing experience and successes.
- Proven success in working with partners; marketing and community relations knowledge preferred.
- Familiarity with conservation issues for regional, semiarid high plains.

### ***Skills Required***

- Understanding of methods of effective interpretation.
- Ability to develop a vision and implement strategic plans for educational programs.
- Understanding of nature centers as a community resource for educational programs.
- Demonstrated continuous improvement, team building, and employee-focused management style.
- Strong general management skills in balancing educational goals with strong financial oversight.
- Successful leadership style, proven conflict resolution skill, and ability to gain credibility and respect among the staff, board and other key constituents.
- Strong communication skills, including presentation, diplomacy and persuasion.
- Flexible person who welcomes positive change and can create an environment for staff and constituents to embrace such change.
- Comfortable making decisions as appropriate and taking the lead.

- Demonstrated fundraising results, interpersonal and persuasive skills, to be effective in development efforts.
- Creative and entrepreneurial, not afraid of recommending calculated risks to improve the long-range future of the PCC and the WACD.
- Proficiency in current computer software programs, such as MS Word, Excel, Publisher, and Outlook.

### **Other Requirements**

- Comfortable working outdoors in a variety of weather conditions.
- Able to navigate over uneven terrain.
- Tolerates exposure to the natural hazards and hardships associated with working in an outdoor environment.
- Maintains work schedule to accomplish work requirements (may include evenings and weekends).
- Perform physical tasks including lifting, carrying, pulling, and/or pushing at least 25 pounds.
- Valid Colorado driver's license required by date of hire.
- Must be at least 21 years of age and maintain a driving record acceptable to PCC's insurer.
- No felony convictions.