



## **Executive Director**

### **Nature At The Confluence**

#### ***Position Summary***

This is a full-time position for Executive Director Nature At The Confluence (NATC); a non-profit environmental education center established in 2017. The Executive Director is the primary employee and oversees all activities of the organization, including year-round programming, activities, and community engagement. NATC provides stewardship of the Confluence Campus, which comprises approximately 100 acres of land in partnership with the City of South Beloit.

The Executive Director's responsibilities include program development and implementation, property care and stewardship, communications, outreach, grant writing, fundraising, and institution building, as outlined below.

The full-time position offers flexible hours and up to 10 days/year earned paid time off (PTO), paid holidays (7), and \$3000 QSEHRA Health Care Reimbursement. Salary will be based on the applicant's qualifications - between \$47,000- \$52,000 per year.

#### **Essential Duties and Responsibilities**

- Maintain board communications, and board documents and records. Prepare for and manage board meetings. Work with the board on developing/refining a strategic plan that supports our mission and annual goals.
- Responsible for all NATC operations, programs, and fundraising to ensure financial sustainability and overall long-term success.
- Develop and implement programs and curriculum which supports NATC's mission and will position NATC to better serve schools and scout groups.
- Actively engage and energize NATC board members, volunteers, donors, corporate sponsors and partnering organizations.
- Ensure effective tracking of activities and results to measure success that can be effectively communicated to the board, donors, and for grant writing purposes.
- Hire, manage and oversee summer part-time staff and other support staff or contractors, as needed.
- Maintain existing partnerships and build new partnerships with other organizations for a mutually beneficial impact.

- Communicate special events, programs and other activities through E-newsletters; media releases; updates to website and online calendars; social media.
- Manage the organization's finances using QuickBooks accounting software and help develop and manage the annual budget. Oversee finances on operational and program activities and be certain that annual revenue equals or exceeds expenses.
- Build and strengthen personal relationships with supporters and new donors, increasing major donor support over current support levels.
- Research grant opportunities and write/submit grant applications seeking program support.
- Develop a process for establishing and maintaining volunteer opportunities to meet operational needs.

### **Requirements**

- Bachelor's degree with significant relevant experience in organizational management, ecology, education, environmental studies, or related fields.
- Involvement in outdoor learning, nature-based education, community science programs, natural history programs, or similar endeavors that demonstrate a passion for the mission of NATC.
- Self-starter with multidisciplinary project skills and the ability to manage many projects with competing deadlines.
- Exceptional interpersonal skills to effectively interact with board, staff, donors, and other key stakeholders.
- Experience in staff management, including hiring, supervising and mentoring.
- Experience in fundraising through individual giving, corporate giving, and grant writing.
- Outstanding verbal and written communication skills.
- Experience and comfort interacting with the public, the media, and stakeholder groups.
- Demonstrated experience in strategic planning or organizational growth management.
- Excellent written and verbal communication skills.
- Ability to utilize computers and technology efficiently.

To apply, please submit a cover letter and resume by email to:

[info@natureattheconfluence.com](mailto:info@natureattheconfluence.com). The position remains open until filled; apply by February 18 for best consideration.

*Nature At The Confluence provides equal opportunity in programs and employment. NATC does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.*