



EXECUTIVE DIRECTOR JOB OPENING

The Executive Director is the captain of this ship and their job is to best utilize the strengths and abilities of the crew to steady a course aligned with the mission and vision of the organization. This position works with a talented and driven team comprised of board members, staff, and naturalists.

WHO WE ARE

Our team is small but mighty at the Environmental Science Center. We are a nonprofit whose mission is to promote environmental stewardship and academic achievement through science-based education. We are dedicated to fostering a passion for the environment in our diverse community by getting people outside and using nature as our teacher. ESC prioritizes working with groups who historically have had less access to environmental science opportunities. We deliver hands-on programs at local beaches, forests, rivers and classrooms. Our programs increase science literacy, provide an opportunity for more diversity in STEM career fields, and increase healthy every day choices that affect the Puget Sound ecosystem and our community. We have a strong belief in our mission and are driven by the work we get to do.

WHO YOU ARE

You are passionate about the environment, have high emotional intelligence, and feel internally motivated by the mission of the organization. You thrive working in a nonprofit, with a small team, and want to maintain the welcoming and team-oriented culture of ESC. Working with dedicated environmental stewards in a grass roots atmosphere is your dream job. You are accountable, self-directed, flexible, adaptable, conscientious, and above all else, a visionary. You are a big picture thinker and will support the team in moving the organization to the next level. At the same time, you don't mind rolling up your sleeves and jumping in, wherever it's needed. Motivating others to achieve their best is something that excites you and you are willing to wear many hats to get the job done.

WHAT YOU'LL BE DOING

As with every role, these are a sampling of the core job functions and there will be other duties assigned.

DUTIES AND RESPONSIBILITIES

- Develop and implement ESC's strategic plan with staff, Board of Directors, and partner agency input. Lead and coordinate the development of the annual budget, operating plan, and performance goals. Make changes to annual operating plans and performance goals based on the organization's successes and failures.
- Work with the Board of Directors to refine policies and practices in public relations, accounting, information systems, and human resources.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Work with the Grants and Programs Coordinator and the Operations and Stewardship Manager to refine policies in fundraising and provide support in raising funds for the organization.

- Work with the treasurer to maintain and refine accounting procedures for managing and tracking ESC finances and funds. Communicate ESC's performance and financial information with the board monthly and with funders as appropriate.
- Work with the Community Engagement Manager to refine practices in marketing and to promote the activities of the organization, its programs and its goals. Represent the organization to agencies, organizations, and the general public. Maintain close working relationships with community leaders and partner agencies to ensure that ESC is in tune with community needs.
- Lead development of human resource programs and employee benefits programs and policies. Identify staff training needs and coordinate as appropriate. Responsible for hiring, training and evaluating employees. Ensure that job descriptions are developed and that regular performance evaluations are held. Handle disciplinary or performance issues according to ESC philosophy and policies.
- Provide direction and support to ESC employees working on various programs and projects. Participate in projects as necessary or appropriate. Coordinate regularly with staff on daily operations including management of hourly naturalists. Ensure that staff members are aware of their roles and responsibilities. Plan and facilitate periodic staff meetings.
- Maintain a climate which attracts, retains, and motivates a diverse staff of top quality people.
- Oversee the management and maintenance of the Environmental Science Center facility at Seahurst Park.
- Ensure that all contractual obligations for the long-term lease agreement are met.
- Utilize the Little Green Light database for capturing all contact information.

WHAT YOU BRING TO THE TABLE

- A passion for environmental education and a desire to further develop a nonprofit organization.
- Knowledge of nonprofit boards and best practices.
- At least five years of nonprofit development experience as well as success in crafting and meeting fundraising goals. Knowledge of all aspects of fund development including individual giving, grant writing, and special event production.
- Experience creating and managing budgets as well as an understanding of accounting processes and procedures.
- Excellent interpersonal and relationship building skills.
- Experience cultivating relationships with major donors.
- Proven ability to generate professional quality written materials.
- Ability to inspire, motivate, and manage people as well as effectively delegate tasks to meet organizational goals.
- Proficient at multi-tasking, prioritizing, problem solving, and taking initiative.
- Demonstrated ability to effectively communicate orally, including public speaking and in writing
- Highly organized and able to manage deadlines and handle multiple projects, while maintaining quality of work
- Prior experience supporting event logistics
- Ability to be in the office on a consistent schedule with occasional evening and weekend work when necessary
- QuickBooks experience (strongly desired)
- Donor database experience (preferred)
- Proficiency in MS office and database programs

- You may be required to lift, sit, stand, climb stairs and walk for extended periods throughout the day

WHAT WE OFFER TO YOU

- This position is 35 hours per week and pays \$35 per hour
- Flexible schedule that you can build to work around your life – we only ask that this schedule is consistent and that you are in the office when you are scheduled.
- 70 hours of paid vacation each year
- Medical/Dental/Vision after 3 months of employment
- The opportunity to work for a phenomenal organization who cares about their employees as much as they care about their mission
- We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

YOUR SUPPORT STAFF

- Grants and Programs Coordinator (30 hours per week)
- Community Engagement Manager (40 hours per week)
- Programs Manager (33 hours per week)
- Naturalists (Approximately 15 part-time/seasonal)

HOW TO APPLY

Please send a cover letter addressing why you would be a good fit for this position, resume, and 3 references via email to tara@environmentalsciencecenter.org. In the subject line please write “Application for Executive Director position.” **Applications are due by January 3rd, 2020.**