



Position Description

Position Title: ***Program Director***
Classification: Salaried; Exempt
Reports to: Executive Director
Direct Reports: Educational Staff

ORGANIZATIONAL SUMMARY: Nature's Academy is a nonprofit educational organization that seeks to enhance science literacy and foster environmental stewardship. We have decades of experience teaching environmental conservation in Florida across a variety of disciplines, including ecology, marine science, botany, chemistry and physics. Our education programs focus on conservation science and cater to 5,000 participants annually from school and group organizations. Participants are immersed in a variety of activities, such as snorkeling, kayaking, canoeing, guided nature walks and hands-on discovery at parks and science facilities throughout the state.

POSITION PURPOSE: The Program Director is responsible for leading the education team in developing and implementing a dynamic set of education programs. The Board and staff are engaged in a long-range strategic planning process that calls for a doubling of Nature's Academy impact over the next 5 years. As a key member of the Management Team, the successful candidate will be an adept leader in inspiring excellence in the current program delivery while providing leadership to develop and achieve growth goals.

ESSENTIAL FUNCTIONS OF THE POSITION

Program Management and Development

- Lead the creation of the annual program plan.
- Provide oversight for all programs and projects ensuring that each meets Nature's Academy's standards.
- Develop and maintain a qualitative and quantitative system of evaluation for current and pilot programs. In collaboration with the Executive Director, recommend and implement improvements.
- Review and refine current curriculum for all programs.

Staff Leadership and Management

- Directly oversee all programs, scheduling of attending groups and staff, and resources.
- Lead and participate in educational programs along with educational staff.
- Establish and maintain clear and consistent methods for setting expectations, developing plans and evaluating performance.
- Provide opportunities for staff to develop professionally and have authority commensurate with their responsibilities.

Administrative and Finance

- Develop annual program budgets to be submitted for approval as part of the organization's annual budget.
- Oversee monthly budgeting, including expense reports generated by staff and sales of merchandise to support our programs.
- Develop project plans and budgets for grant proposals in collaboration with the Executive Director.
- Project resource needs and revenue expectations for long-range future plans and programs for business planning and grant proposals.

Marketing and Development

- Collaborate with Executive Director to increase earned revenue from diverse funding sources, such as grants and social media crowdfunding platforms.
- Prepare materials and analyses for grant proposals and reports.
- Develop and implement a social media and marketing plan.



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External Partnerships and Relationships

- Gather feedback from educational groups for program improvement and development.
- Establish and maintain partnerships and affiliations with other community agencies, educational organizations, civic groups and professional organizations.

QUALIFICATIONS

Education and Experience

- MA or MS in marine science, education, or related field (biology, ecology, environmental science, etc.) preferred. An equivalent combination of experience and education will be considered.
- Three years of experience in leading staff and budget management is strongly preferred.
- Demonstrated excellence building relationships with other community agencies, educational organizations and civic groups required.
- Demonstrated success in grant writing, execution and reporting.
- Experience with citizen science research preferred.
- Experience with operations of a science center preferred.

Skills and Abilities

- Solid understanding and working knowledge of standard office information technology applications including Microsoft Office, Google applications, Facebook, social media sites and familiarity with database management.
- Strong verbal and written communication skills including small and large group presentations.
- CPR/First Aid Certification required. Lifeguard Certification a plus.
- Must be physically fit and able to lift 50 lbs. Work is accomplished in both indoor and outdoor settings, and includes extended periods in coastal Florida weather.

Compensation

Salary commensurate with qualifications. Competitive benefits package included.

How to Apply

Position will remain open until filled. Only electronic submissions will be accepted. Please email a cover letter with salary expectations, approximate date available to start and résumé or CV electronically to dana@naturesacademy.org Subject: 'Program Director Position.' All applications received by **February 9, 2015**, will be given full consideration; however, applications will continue to be accepted until the position is filled.