Nature Center at Robert Moses State Park
Massena, NY

The Nature Center is a community based 501c3 non-profit organization focused on promoting respect and interest for the environment through exploration, education and outdoor recreation. Construction of a new state of the art facility is under way and is anticipated to be completed by December 2016, with the backing and strong financial support of the New York Power Authority.

The Executive Director will be responsible for management and operation of the Nature Center and reports to the President and Executive Committee of the Board of Directors of the Friends of the Nature Center at The Robert Moses State Park.

**Leadership/Administration:**
- Work closely with the Board, staff, and key stakeholders to define policy and direction that articulates the vision and mission of the organization
- Lead and manage activities to implement strategic plans, goals and operating priorities.
- Evaluating and measuring results, then revising strategies as necessary
- Provide strategies to the Board for strengthening fundraising and outreach.
- Serve as a primary contact, along with the Board President, to the media to deliver a strong, positive message concerning our mission and services.
- Nurture and expand community partnerships.

**Programs**
- Develop new recreational and educational programs while working to broaden participation in existing programs.
- Work with both staff and school naturalists and educators to design, implement and assess programs furthering our mission. Programs are wide ranging and serve preschool through adult levels through-out the year. Preferred programming will emphasize the connection of science, art, nature, and recreation.

**Development**
- Work with Board to identify new fundraising opportunities and to strengthen current efforts.
- Research, write and manage grants.
- Develop and deliver presentations to outside organizations to communicate our programs and to recruit new volunteers and donors.

**Finances**
- Develop an annual budget with Finance Committee for discussion and approval by the Board.
- Create monthly financial and operations reports for Board.
**Human Resources**
- Manage the organization's full-time and part-time paid staff.
- In consultation with the Executive Committee of the Board hire and terminate staff.
- Ensure that all hiring and terminations follow legal requirements.
- Prepare written annual reviews for all paid staff.

**Board Administration**
- Attend and present updates at all Board meetings.
- Attend Board Committee meetings as needed.
- Prepare regular written reports to the Board of Directors to keep them apprised of the activities and finances of the Center.

**Qualifications**
- Passion for nature and the environment.
- Masters degree in a relevant field or equivalent experience (Bachelors degree will be considered).
- Management experience in a non-profit organization or for-profit business.
- Excellent interpersonal skills
- Strong computer and social media skills
- Proven record of successful grant writing.
- Physical requirements include but are not limited to:
  - Be able to walk on uneven outdoor surfaces.
  - Be able to lead year-round outdoor activities as needed.

**Salary and Benefits**
- Starting salary commensurate with education and/or experience.
- Benefits.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This description is subject to modification as needs and requirements of the position change.

Please send letters of interest and resume to:

Richard Marshall       (rickmarshall58@icloud.com)
3 Elm Circle
Massena, NY 13662

Applications will be accepted until June 1, 2016