

**The Allen and Alice Stokes Nature Center**  
**Position Announcement**  
Executive Director

Established in 1997, the Allen and Alice Stokes Nature Center (SNC) is a nonprofit nature education program located in the Cache National Forest in northern Utah. SNC offers on-site programs as well as field programs within the forest and throughout Cache Valley. The SNC mission is to provide opportunities for people of all ages to explore, learn about, and develop appreciation and stewardship for our natural world.

The Executive Director is responsible for the overall leadership and management of SNC.

**Primary Responsibilities**

- Secure the resources necessary to fulfill SNC's mission and expand the vision;
- Maintain and enhance SNC's positive reputation in the community;
- Cultivate financial and political support from individuals, corporations, organizations, foundations, and governmental entities;
- Build and nurture a strong, professional, and enthusiastic staff;
- Manage all operations, including staff activities, program development and implementation, facility development and maintenance;
- Oversee finances and comply with all IRS regulations;
- Work with the board to assure quality governance and strategic planning;
- Promote and direct potential relocation to 2<sup>nd</sup> Dam location in Logan Canyon, developing a capital campaign and community involvement to support the move.
- Seek entrepreneurial opportunities to enhance SNC program offerings and community collaborations.

**Preferred Qualifications**

- ✓ Demonstrated fundraising ability
- ✓ Five or more years managing/directing an environmental or other nonprofit organization.
- ✓ Proven leadership and management experience.
- ✓ Excellent public relations, oral and written communications skills.
- ✓ Master's degree in business or nonprofit administration, education, or natural resources. Bachelor's degree with equivalent experience will be considered.
- ✓ Strong ability to work with and communicate with others in a close-knit environment.
- ✓ Energy, enthusiasm, creativity and desire to meet the challenges of a growing nonprofit.
- ✓ Knowledge of environmental education practices and trends preferred.

**Compensation**

Salary range: Commensurate with education and experience and competitive with area nonprofits (up to \$40,000). Fundraising bonuses may be negotiated.

Benefits: Stipend to partially defray cost of medical insurance, paid vacation, sick leave, and federal holidays; retirement contribution pending funding availability

## **Application Process**

Candidates should submit: (1) a resume or vitae; (2) a letter of application describing how their education, experience and talents qualify them for our executive director position as outlined in the qualifications; and (3) the names, addresses, and telephone numbers of three current professional references.

Review of applications will begin on December 1, 2011 and the position will remain open until a suitable candidate is hired. SNC is an equal opportunity employer. Application materials can also be submitted electronically to [EDsearch@logannature.org](mailto:EDsearch@logannature.org) or mailed to:

Stokes Nature Center Search Committee  
P.O. Box 4204  
Logan, UT 84323

For additional information on SNC, visit [www.logannature.org](http://www.logannature.org).

## **Specific Duties:**

### **Staff**

- Supervise the paid staff of SNC. This includes annual employee reviews, hiring and dismissal of staff, and administering of personnel policies.
- Maintain and update SNC personnel policy manual.
- Maintain up-to-date employee files on all past and present staff.
- Act as the staff liaison and spokesperson to the board, bringing staff concerns and needs as well as accomplishments to the board's attention.
- Build and maintain staff morale and team spirit in creative ways.
- Provide ample on- and off-site staff development opportunities.
- Grow the SNC staff at a sustainable rate

### **Office and Facilities**

- Take a leading role in facility management, including opening, closing, and staffing the office, answering the phone, creation and maintenance of records, supplies, etc.
- Manage all SNC IT infrastructure, including purchase, maintenance, and replacement of computer equipment and systems and software; run monthly back-up of network data and coordinate off-site storage
- Oversee maintenance of and improvements to SNC's facilities.

### **Membership, Donations and Contributions**

- Maintain database files and records containing membership, donor and contribution information
- Generate and write renewal and acknowledgement correspondence
- Develop mailing lists to solicit membership through direct mail and organize mailing campaigns
- Establish and maintain benefits, privileges, recognition, acknowledgements, and incentives for donors and volunteers in order to preserve and improve relations

- Analyze donor information and enhance database functions to capture, document and retain the most relevant donor information and organize fundraising campaigns

### **Special Events**

- Coordinate special event planning and promotion and assist with operation of special events as part of the Events Committee

### **Board of Directors**

The ED reports to and is supervised directly by the board of trustees and assists the board chair with board governance as needed. The ED also:

- Prepares agendas for and helps the board chair run executive committee meetings.
- Prepares and distributes board mailings prior to each meeting that include a cover letter describing actions to be taken and items of importance, an agenda prepared with the board chair, and minutes from the last meeting.
- Prepares director's report to keep board informed of relevant activities and development at SNC for each board meeting or as needed.
- Attends as a non-voting member and helps board chair run board meetings.
- Attends all committee meetings.
- Plays a key role in board development and the cultivation, recruitment, and training of new board members.

### **Finance**

The ED oversees the accounting practices and procedures for SNC and maintains compliance with all IRS regulations. The ED is also responsible for presenting quarterly reports to the board of trustees on financial activities and for adhering to the approved budget. The ED also:

- Prepares annual operating and capital improvement budget for review by treasurer and finance committee and for final approval by board of trustees.
- Prepares quarterly financial statement for review by treasurer, finance committee and board members.
- Works with bookkeeper to deposit all monies, transfer funds and make investments as per SNC's financial policies.
- Coordinates with a certified public accountant for ongoing accounting procedures and annual year-end financial review.

### **Program**

The ED works with the SNC naturalist educator to assure that high quality, hands on nature education programming is provided in all areas of SNC's education program. The ED is especially critical in developing new programs, partnerships, and opportunities for expansion.

### **Risk Management**

The ED actively manages SNC operations, policies, programs, and facilities to minimize risk to staff, board, participants, and the public and to avoid the possibility of litigation. The ED also:

- Will formalize a safety protocol manual.
- Maintains adequate insurance coverage policies for general liability and directors and officers coverage.

- Works with program staff to manage all program accidents via reporting, record-keeping, and follow-up (including policy changes as necessary to avoid future accidents).

### **Permits and Licenses**

The ED makes sure appropriate permits and licenses are in place and adhered to, including charitable solicitation permit, various animal permits for education display, U.S.D.A. Forest Service lease agreement, special use permit, outfitter's permit, and others as required by law.

### **Planning**

- The ED works with the board of trustees to develop plans for SNC facilities, including the pending plan to move operations to the 2<sup>nd</sup> Dam site in Logan Canyon.
- The ED works with area governmental planning agencies to promote SNC's interests and advance the SNC mission.
- The ED works with the board, staff, and membership to produce strategic and long range plans to ensure the continued success of SNC.
- The ED will work with the staff to track program participation and prepare annual reports for evaluation and planning purposes.

### **Public Relations**

- In consultation with the marketing committee, determine what special events SNC will offer. The ED establishes budgets for activities operated by the staff, and works with volunteers on special events operated by the staff and the marketing committee.
- Manage and direct the strategic communications of SNC, including media relations, internal and external communications, and public relations to foster and expand the programs of SNC and to create a positive image of SNC
- Work with staff and volunteer teachers/presenters to market programs with flyers and media announcements, promotional materials, and other communication media (including website, newsletter, program flyer, and Facebook)
- Manage semi-annual newsletter, The Dipper, including content and writing, as needed.
- Manage and direct advertising campaigns, programs, and events to promote SNC
- Write weekly short press releases on current events for newspaper and radio
- Manage weekly Bird Call email
- Update current event websites such as UPR & Logan Library
- Update website with all program, events, and new information

### **Volunteer Coordination**

- Develop volunteer projects
- Recruit, schedule and train volunteers.
- Maintain volunteer database including recording hours
- Report volunteer hours to appropriate agencies
- Update/Create volunteer observation forms and procedures
- Manage volunteer e-newsletter, Volunteer Call
- Ensure recognition of volunteers and special retreats/parties/media
- Organize and lead volunteer orientations and program training
- Supervise/conduct volunteer evaluations

- Serve as SNC liaison with volunteer organizations/groups

### **Development**

- Work with the board to design and conduct ongoing fundraising activities, including cultivating major individual, foundation, and corporate donors.
- Prepare grant proposals. The ED works with the board to plan for and implement major fundraising campaigns.
- Work with the board, staff, and volunteers to build membership base and oversee record keeping of donations, maintenance of donor database, and donor recognition.
- Develop and implement planned giving campaign in coordination with the development of the proposed SNC 2<sup>nd</sup> Dam site.
- Keep donors informed of the center's progress and significant accomplishments.
- Develop and strengthen partnerships with key stakeholders and constituencies, including other non-profits, program students, Chambers of Commerce, the State Office of Education, K-12, Utah State University and other higher education institutions, and other environmental education organizations.