

Berks Nature is seeking a Vice President for Education

Please send resume and qualifications to kim.murphy@berksnature.org by April 20, 2022



Responsible for strategic operations of the education programs for the organization and related organizations.

As a 501(c)(3) non-profit conservation organization, Berks Nature has been serving the Berks County community since 1974. Land preservation, water protection, trail management, community gardens, education programs, State of the Environment, Eco-Camp and our valued partnerships are at the center of Berks Nature's work every day. Berks Nature Educational Programs LLC operates a fully licensed nature preschool.

We are a diversely funded organization staffed for the times who are strategic in our work and also nimble enough to meet emerging community needs and opportunities related to our mission. Our budget is close to \$2 million annually. Our staff, administration and leadership are uniquely qualified and committed to our mission and to helping our region embrace conservation at a local community level. Our board of directors demonstrates general organization and financial comprehension and transparency seeking the very best practices of governance in our operations. We are committed to the creation of significant partnerships that directly support the needs of other local "on the ground" groups. We aspire to have our membership be active and engaged not only with Berks Nature, but also in their local communities.

We own and operate the LEED Gold certified *The Nature Place at Angelica Creek Park* and leverage the building and the park as a gathering place for schools, events, educational programs, and community needs. *The Nature Place* is known locally and regionally as a demonstration campus for environmental best management practices and a demonstration center for education and connection to nature.

We steward 425 acres of leased land, own 424 acres of preserves and manage nearly 27 miles of trails and seek to connect and share those assets with the public where and when that is compatible with our stewardship goals for those specific properties.

Scope of work: The Vice President for Education will need to think strategically to help plan and implement the education and outreach programs of Berks Nature. Primary responsibilities are education program and project management including budgeting and implementation, grant application preparation and management. The Vice President for Education will also be responsible for building and maintaining relationships with local, regional and state governments and other NGO (non-government organizations) that will facilitate a proactive approach to the conservation of our natural and cultural assets in Berks County. This position will supervise education program staff (that currently includes Watershed and Education Specialist, Community Educator and Garden Specialist, Camp Director, Preschool Director and a plethora of adjunct and seasonal education staff). Requires master's degree with proven knowledge of education pedagogy, education systems, project management skills, good writing skills, exemplary interpersonal skills and a genuine appreciation in working with diverse audiences.

Position reports to: President

The successful candidate will:

- ✓ Manage education projects of Berks Nature by working collaboratively with other partners, staff, conservation organizations, landowners, corporations, donors, outside contractors, and government agencies to achieve the organization's goals.
- ✓ Be responsible for leading, motivating, and developing the education staff as well as establishing goals for each person.
- ✓ Work with the President, other Vice Presidents and full staff to execute the strategic plan.
- ✓ In cooperation with the VP for Development & Community Relations, be responsible for obtaining funding through grants and contracts and administering state grants and contracts; and prepare grant applications for program opportunities,
- ✓ Implement projects, develop and implement strategies in order to meet organizational goals and objectives.
- ✓ Be responsible for the financial management of departments including budgets and projections.
- ✓ Manage the education program/contract work of Berks Nature including processes such as identify scope of work, project timeline, budgets etc.
- ✓ Respond to organizational inquiries regarding our education programs,
- ✓ Prepare and deliver presentations on the Berks Nature efforts,
- ✓ Represent Berks Nature on appropriate committees and at related social events, meetings and/or conferences that affect Berks County and our mission.
- ✓ Lead, guide and counsel Committees and partners related to the education activities of the organization.
- ✓ Prepare requests for proposals as required,
- ✓ Coordinate efforts with local, regional and state government and non-government partners,
- ✓ Prepare and/or supervise project invoicing
- ✓ Supervise short-term staff, interns or volunteers as necessary.
- ✓ Perform other duties that may be assigned

Knowledge, Skills & Abilities: A candidate is being sought with broad skills and knowledge of the field of natural resource management. He or she will:

- Hold a minimum of a master's degree in education, or related area, and five to ten years related experience or equivalent combination.
- Have expert knowledge of public-school systems, knowledge of current trends and practices in environmental education, standards requirements.
- Have extensive grant-management and grant-writing experience for state grants (PA department of Education for example).
- Have extensive management experience including an ability to motivate, lead, set objectives, and manage performance of a closely-knit team fostering an environment of creativity and professional growth.
- Establish and maintain optimal standards of performance for the department.
- Have the ability to resolve complex issues independently and experiment to find creative solutions.
- Have financial responsibility that will include working within/managing a budget to control costs, complete projects, negotiate and contract with vendors, develop budgets and projections, and meet revenue targets.

- Be responsible for assisting with when appropriate, raising funds to meet program needs.
- Prepare and present project proposals, including negotiating with federal, state and local agencies to achieve program goals.
- Possess superb communication and presentation skills and have the ability to communicate a compelling and inspired vision as well as a sense of core purpose to any audience, individually and in groups.
- Create, lead and work in partnership with other organizations/entities in a collaborative or advisory role and have the ability to gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals.
- Pursue partnerships with institutions of higher education and possible certificate programs and conference offerings.
- Be able to work with a broad-based constituency that includes influential people who may have divergent views related to environmental and education issues.
- Have the ability to think strategically, creating competitive and breakthrough strategies and plans and have the ability to design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.
- Negotiate complex high-profile or sensitive agreements.
- Maintain the confidentiality of sensitive information; and
- Have a valid driver's license and a functioning personal vehicle.

Qualifications (Minimum qualifications and experience)

1. Act 33 (child abuse), 34 (criminal history), 151 and 114 (FBI background) clearances, National Sex Offender Registry (NSOR) or ability to obtain them.
2. Demonstrated knowledge of the field and success in planning and administration of programs including educational programs.
3. Strong oral and written communication and computer skills.
4. Ability to work independently and effectively on several projects simultaneously.
5. Ability to manage staff effectively.

Salary:

This is a fulltime (40 hours weekly) position with a competitive benefits package. Salary will range based upon experience. (\$95,000- \$115,000)

Experience Preferred but Not Required:

Grant-writing experience is highly desirable
Strong entrepreneurial, creativity and imagination skills.

Knowledge Skills and Abilities:

Strong organizational and leadership qualities and team-building skills
Excellent written and verbal communication skills
Demonstrated knowledge of organizational and regulatory best practices
Strategic thinking and analytical skills
Patience with difficult situations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So too, we desire not to neglect or exclude any audience from our work.

Berks Nature is committed to a policy of equal employment opportunity. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.