

CLOSTER NATURE CENTER PROGRAM DIRECTOR



The Closter Nature Center (CNC) is a 501(c)(3) non-profit organization dedicated to environmental education, recreation, and the stewardship of 140 acres of forested wetlands, streams, ponds and trails in suburban Closter, New Jersey.

GENERAL RESPONSIBILITIES

The Program Director (PD) will be responsible for overseeing all our programs as they relate to furthering the mission of the Closter Nature Center. This individual will report directly to the Board of Trustees.

Responsibilities include, but are not limited to:

1. Work closely with onsite Naturalist for existing programs such as after school classes and summer programs.
2. Develop and manage new programming for all demographics, for example volunteer programs, classes, speakers, activities, etc.
3. Develop revenue sources that ensure the long-term growth and financial health of the Closter Nature Center.
4. Implement and manage programs to ensure stewardship of our natural resources including trails and native flora and fauna.
5. Coordinate with onsite caretaker for stewardship of manmade facilities and infrastructure.
6. Learn and manage online program registration and management system and respond to questions from constituents.
7. Manage communications via phone, email, etc. from members and visitors.
8. Work within a budget and a focus on fiscal responsibility.
9. Participate in monthly board meetings and periodic committee meetings.
10. Responsible for helping to post program information on our website and running class registration reports.

Qualifications:

- A college degree and a strong interest in the area of ecology, environmental science, or related field.
- Prior experience with a nonprofit environmental organization is preferred.
- Experience generating program revenues.
- Demonstrated ability to oversee and collaborate with volunteers and staff.

- Ability to effectively communicate the Nature Center's mission to donors, volunteers, and the community.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy and integrity.
- Proficient with Microsoft Office and common digital technologies and applications.

Hours, Compensation, and Benefits

This is a full-time salaried position that will include some evenings and weekends. Specific hours and work location may vary depending on the needs of the organization. A base salary commensurate with experience and performance, subject to an annual performance review; two weeks paid vacation and federal paid holidays.

Individual is expected to primarily work onsite following COVID rules.