

POSITION ANNOUNCEMENT

Center Director for the Montana Audubon Conservation Education Center

Location: Billings, Montana

Position Overview:

The Director of the Audubon Conservation Education Center (“Center”) will be a strategic-thinking entrepreneur, a leader, fundraiser, and charismatic facilitator who is able to work with a partnership of public and private entities to grow and administer a “flagship” Montana Audubon Center in Billings, Montana. The Director will be responsible for all aspects of planning, developing, operating, and managing the Center, and for carrying out the mission of Montana Audubon in the Billings region. The Center Director will also carry out all responsibilities for coordinating and facilitating statewide education efforts, as needed.

Montana Audubon has launched its first major Center in Billings, Montana. The Center includes: 1) a 27-acre former gravel mine with three ponds that is being restored to wildlife habitat and an outdoor classroom, 2) a new 3,200 sq/ft facility, and 3) interpretive signs and trails. This site is located three miles from downtown Billings.

The Audubon Conservation Education Center is a place of learning, reflection, research and restoration. The Center engages people in the natural world, instills in them an appreciation of nature, and inspires them to act for the betterment of wildlife and natural habitats.

Primary Duties of the Position May Include:

1. Strategic and program planning for the Center.
2. Donor relations and development.
3. Grant writing and administration.
4. Site/facility operations and maintenance (in collaboration with the Yellowstone River Parks Association).
5. Supervision of all Center staff (currently the Education Director & Teacher-Naturalist).
6. Program support.

Primary Selection Criteria:

1. Master’s degree in education, natural sciences, environmental studies or similar programs of study preferred, but a bachelor’s degree in similar areas with a minimum of five years experience can be considered.
2. Demonstrated experience in the planning and implementation of education, research and outreach programs emphasizing the natural environment, place-based education, and/or related fields.
3. At least five years experience and previous management responsibilities that include staff supervision, strategic planning, budget development & monitoring, grant writing, fund raising and program delivery.
4. Demonstrated success in managing motivated staff and volunteers.
5. Ability to work effectively in collaboration with community partners.
6. Excellent written and oral communication skills.

7. Ability to meet deadlines.
8. A strong commitment and proven track record for producing measurable results.
9. Exceptional interpersonal and team-building skills, including the ability to develop and manage productive relationships with staff within Montana Audubon and with other project partners, as well as with managers, scientists, teachers and school administrators, state and federal agencies, university faculty and other stakeholders.
10. Good computer skills with proficiency in Microsoft Office applications.

This is a full-time position. Salary is commensurate with experience (\$35,000-45,000 plus benefits). This position includes full employee benefits, including vacation and sick leave, health insurance, and a retirement savings plan.

The Audubon Conservation Education Center Director will be a member of the Montana State Office Senior Management Team and will report to the Executive Director.

Physical and Mental Requirements:

1. Make decisions requiring good judgment and complete knowledge of subject matter, including task sequencing and office administration procedures.
2. Make general decisions in the absence of specific directions from supervisor.
3. Perform activities requiring sustained concentration.
4. Use written, verbal and visual sources of information, including reports, procedural documentation, manuals and reference materials.
5. Use oral communication to perform work; including answering the phone, instructing assigned staff and coordinating with other personnel.
6. Sit, stand, grasp, lift, carry, walk, push, and pull for short and extended periods of time.

To Apply:

Send a letter of introduction summarizing your background and interest in the position, current resume, and a list of 3-5 references to Montana Audubon via e-mail or surface mail to the addresses given below. This position will remain open until filled. The selection process will begin in earnest on January 4, 2010. If you require additional information or clarification, please contact Montana Audubon by e-mail or surface mail (No phone calls please).

To learn more about Montana Audubon and the Audubon Conservation Education Center in Billings, please peruse our website (www.mtaudubon.org).

By e-mail:

kmartin@mtaudubon.org

By surface mail:

Montana Audubon
Attn: Kathy Martin
P.O. Box 595
Helena, MT 59624

Montana Audubon is an equal opportunity employer.