



# CALUSA NATURE CENTER & PLANETARIUM

CONNECTING PEOPLE WITH NATURE

## **Executive Director**

Calusa Nature Center and Planetarium (CNCP) is a nonprofit organization with the mission of “inspiring people to connect with Nature”. CNCP focuses on the care of non-releasable rehabilitated wildlife, environmental education, astronomy, and ecological well-being for the SWFL community and visiting guests.

Calusa Nature Center and Planetarium seeks a full-time Executive Director to manage, coordinate, and oversee the organization's operations, working with our talented team. The Executive Director will have overall operational and financial responsibility for CNCP staff, retention, development efforts, and execution of its mission under the direction of the Board of Trustees. This includes oversight of facilities and property (land) including maintenance.

## **Responsibilities May Include but Are Not Limited To:**

### **Leadership and Staff Management**

1. Provide dynamic, collaborative leadership for the CNCP’s mission, strategy, core program areas, and operating departments consistent with CNCP’s strategic plan.
2. Oversee all operational aspects of the Center facilities, budgets, and programs; hire and effectively manage staff.
3. Maintain an excellent working relationship with the Board of Trustees, while also building Board capacity and engagement; develop and enhance relationships with local environmental and other community leaders, organizations, and stakeholders.
4. Help grow an active volunteer and intern program and adhere to CNCP company guidelines.
5. Involve staff, the Board of Trustees, and key partners in developing measurable goals and action plans, as well as a process for monitoring and assessing progress.
6. Mentor staff to reach their full potential, both in their internal work for CNCP and in their outreach to the public.
7. Preserve and cultivate a culture of mutual respect, individual initiative, collegiality, and diversity; collaborate with staff to identify and implement best practices and evaluate outcomes, where applicable.

### **Budget and Fundraising**

1. Work with the Board of Trustees to develop and deliver required budgeting and financial reporting for CNCP’s annual operating budget.
2. With the assistance of the Board of Trustees, create and implement a financially sustainable fundraising plan for CNCP that cultivates and maintains relationships with current donors while identifying and expanding new, innovative funding sources.
3. Enhance existing sources of earned income, including program revenue, admissions, memberships, rentals, etc.



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4. Effectively and enthusiastically communicate the case for support of the CNCP's programs at community and fundraising events.
5. Participate in donor engagement meetings.
6. Seek new revenue opportunities, write grants, ensure grant reporting and compliance; manage and staff special fundraising events for CNCP.

## **Program Development and Implementation**

1. Oversee the development and implementation of programs that enhance CNCP's contributions to the SWFL community.
2. Work closely with CNCP staff to expand CNCP's education and interpretation activities.
3. Oversee on- and off--site educational and outreach programs that contribute to the mission of CNCP.
4. Evaluate the effectiveness of CNCP's programs and events.

## **Marketing and Community Outreach**

1. Work with CNCP staff, the Board of Trustees, contractors, and constituents to develop and implement a marketing and promotions plan for CNCP and its programs and events.
2. Develop and deliver effective oral and written presentations and be available to serve as CNCP's spokesperson with the media.

## **Land and Facilities Management**

1. Oversee habitat management projects that enhance the ecosystems and habitats for birds and other wildlife on CNCP property.
2. Monitor and oversee trails and facilities, anticipating and remedying deterioration, and possible safety problems to provide for visitor needs. This may also include working to develop a sustainable capital campaign to upgrade facilities to allow for expansion of programs.

## **Qualifications:**

1. Demonstrated fundraising success in the areas of individual giving, corporate giving, and/or foundations a must.
2. Track Record of successfully hiring, managing, and mentoring staff.
3. Strong business acumen, with the ability to think strategically and creatively, juggle multiple tasks, meet deadlines, work in a dynamic environment and effectively manage change.
4. A relationship builder, one with superior interpersonal skills and is comfortable working both independently and as a part of a team.
5. 7-10 years' relevant professional experience working in multi-function nature centers, science museums, research centers, or field studies programs, to include staff, budget, and program management. An equivalent combination of education and experience will also be considered.



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6. Excellent written and verbal communication skills, ability to prepare and deliver presentations to diverse audiences and age groups, and prepare proposals, reports, program summaries, newsletter articles, and other documents.
7. Bachelor's degree in Biology, Education, Nonprofit Management, Environmental Studies, or related field.
8. Demonstrated project management experience, including managing budgets, grants, completing reports, contracts, and other projects with evolving priorities and timelines, required.
9. Self-motivated and willing to work in a flexible environment, with a willingness to work evenings and weekends as needed.
10. Familiarity with the communities, flora and fauna and environmental partners of Lee and neighboring counties strongly preferred.
11. Track record of partnering with key stakeholders, such as Board of Directors, management and staff across an organization.
12. Proficiency with Microsoft Office applications as well as donor enterprise systems.
13. Current working knowledge of social media and its place within advocacy or non-profit arenas. Online community management and network building experience a plus.
14. Experience operating field equipment preferred, but not required.
15. Must have valid driver's license and be available for some travel as the job demands.
16. A passion for conservation, the mission of the Calusa Nature Center and Planetarium and the natural resources of the state of Florida.

For more information or to apply contact [careers@calusanature.org](mailto:careers@calusanature.org). Please visit our website at [www.calusanature.org](http://www.calusanature.org) to learn more about our organization.