



CALUSA NATURE CENTER & PLANETARIUM

CONNECTING PEOPLE WITH NATURE

General Manager

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 education, and ecological well-being for the SWFL community and visiting guests.

Calusa Nature Center and Planetarium, Inc. seeks a full-time General Manager to manage, coordinate, and oversee the operations of the organization. The General Manager will have operational and financial responsibility for CNCP staff, development efforts, and execution of its mission under the direction of the Board of Trustees and leadership team at CNCP. In the future, this position may report directly to an Executive Director rather than/in addition to the President of the Board of Trustees.

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 the 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, stakeholders, staff and vendors.
4. Create long-term plans and strategies for the Education, Interpretation and Administration Departments.
5. With the staff and Board of Trustees, devise, implement, and direct an active volunteer and intern program and adhere to CNCP company guidelines.
6. Have responsibility for the development of operating objectives and individual work performance goals.
7. Preserve and cultivate a culture of workplace safety, mutual respect, individual initiative, collegiality, and diversity; collaborate with staff to identify and implement best practices and evaluate outcomes, where applicable.
8. Continually update policies, procedures, job descriptions, and manuals.

Budget

1. Work with the Board of Trustees to develop and deliver required budgeting and financial reporting.
2. Enhance existing sources of earned income, including program revenue, admissions, memberships, rentals, etc.



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3. Effectively communicate the case for support of the CNCP's programs
4. Oversee day-to-day financial activities and streamline budgets for various departments while coordinating with accountant, Treasurer, and Executive Director.
5. Assist with new revenue opportunities, write grants, ensure grant reporting and compliance.
6. Oversee fundraising planning and implementation including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and administrating fundraising records. This may also include working to develop a sustainable capital campaign to upgrade facilities allowing for expansion of programs.
7. With staff and Board of Trustees, oversee and assist with fundraising events.

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. Evaluate on- and off- site educational and outreach programs to ensure that they contribute to the mission of CNCP.
4. Evaluate the impact and return of CNCP's programs and events.

Marketing and Community Outreach

1. Work with staff, Board of Trustees, and contractors 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 in conjunction with environmental professionals.
2. Monitor and oversee trails and facilities, anticipating and remedying deterioration, maintenance.
3. Ensure property safety compliance and protocols are implemented and updated on a yearly basis.
4. Oversee facility maintenance and keep exhibits operating properly.
5. Act as the liaison with contracted vendors for facility projects and maintenance in conjunction with the Building and Grounds Committee.

Qualifications:

1. Bachelor's degree in Biology, Education, Nonprofit Management, Environmental Studies, or related field preferred.



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2. 5+ year's 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.
3. Track record of successfully hiring, managing, and mentoring staff.
4. 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.
5. Excellent written and verbal communication skills, ability to prepare and deliver presentations to the Board of Trustees and CNCP Members, and prepare proposals, reports, program summaries, and other documents as may be needed.
6. A relationship builder, one with superior interpersonal skills and is comfortable working both independently and as a part of a team.
7. Track record of partnering with key stakeholders, such as Board of Directors, management and staff across an organization.
8. Demonstrated project management experience, including managing budgets, grants, completing reports, contracts, and other projects with evolving priorities and timelines, required.
9. Proficiency with QuickBooks, Microsoft Office applications as well as donor enterprise systems.
10. Current working knowledge of social media and its place within advocacy or non-profit arenas. Online community management and network building experience a plus.
11. Self-motivated and willing to work in a flexible environment, must be available days, evenings, and weekends.
12. Experience of operating field equipment preferred, but not required.
13. Must have valid driver's license, insurance and be available for some travel as the job demands.
14. CNCP is a drug-free workplace and applicants will need to submit to a drug test if asked.
15. Familiarity with flora and fauna and environmental partners of Lee and neighboring counties preferred.
16. A passion for conservation, the mission of the Calusa Nature Center and Planetarium and the natural resources of the state of Florida.

Salary range dependent upon experience \$50k-\$54k annually. For more information, contact careers@calusanature.org. Please visit our website at www.calusanature.org to learn more about our organization.