



PORTLAND
AUDUBON

TOGETHER FOR NATURE



NOW HIRING

Director of Education

Application Deadline: on or before June 16, 2019

Job Title: Director of Education

Department: Education

Reports to: Executive Director

Supervises: Directly supervises the Community Programs Manager, Youth Programs Manager, Adult Programs team, Education Animal Program Coordinator, and Education Programs Assistant. Responsible for managing an education team of 8 employees and approximately 25 seasonal and contract employees.

Classification: Full-time, Exempt

Salary range: \$70-\$77.5k

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employee only
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. Portland Audubon's Director of Education is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at audubonportland.org/about

Position Summary

The Education Director is an innovative and inclusive educational leader as well as an adept financial and business manager. The Education Director oversees a dynamic array of educational programs to inspire young and old. Our fee-for-service programs span Oregon and beyond, including overnight camps and an accredited Outdoor School program at our Marmot Cabin facility in Sandy, Oregon, as well as international ecotours. Portland Audubon's community-based education efforts include our TALON youth training and empowerment program, pro bono outreach programs, and partnerships with community partners.

The position oversees efforts to engage the broader public with nature, including developing programs to serve marginalized populations, administering our educational animal program, and overseeing volunteer-led birding and naturalist opportunities. The Director provides vision, support, and mentoring to a team of staff and volunteers, carrying out a tradition of educational excellence dating back to 1902.

Essential Duties & Responsibilities

- Work with program managers to develop, track, and manage a departmental budget of ~\$1 million annually, maintaining a dual bottom-line approach that is financially viable and advances our strategic goals for greater equity and community engagement.
- Lead strategic efforts to inspire and engage an increasing diversity of people with the natural world. Identify and support partnership and collaborative opportunities with other organizations, as well as Portland Audubon's Diversity, Equity, and Inclusion priority.
- Support development efforts to raise funds for expanded educational programming, including grant applications and cultivation of major donors.
- Provide leadership, management, support, and mentorship to a highly skilled and dedicated team of 8 full-time educational professionals, 25 seasonal staff, contract educators, and highly experienced volunteers.
- Works collaboratively with Conservation, Sanctuaries and Volunteer departments to advance strategic plan priorities.
- Represent Portland Audubon and its educational programs in the greater community, including donors, foundations, community based organizations, and a diversity of stakeholders.
- Serve as liaison to the board Education Committee, supporting efforts to inform the board of programming, impact, and department needs, and work to ensure mission alignment and fiscal health.
- Lead efforts to instill educational objectives and expertise across Portland Audubon programs, and to include conservation and philanthropic objectives within Education Department programming.
- Manage a multitude of tasks, competing interests and deadlines.

Preferred Skills & Experience

- At least five years management experience in education, environmental education, or related field, including experience developing and managing a complex budget. Experience in marketing and communication, and overseeing fee-for-service programs as well as free of charge programs highly preferred.
- Dedication to the mission of Portland Audubon.
- Demonstrated commitment to diversity, equity and inclusion, as well as strong interpersonal skills.
- Experience working with diverse communities and building collaborative partnerships.
- Demonstrated leadership as a manager, including team and business development, strategic planning, program evaluation, and financial management.
- Experience working in a nonprofit environment, including managing grants, cultivating donors, and working with volunteers and a board of directors.

Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Occasional work after-hours and weekends. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.
- Engage in regular communication in-person as well as through electronic means.
- Routinely use computers, laptops, phones, and A/V equipment like projectors.
- Frequently traverse multiple office sites on main campus.
- Occasionally lift and/or move up to 10 pounds.
- Ability to work in a multi-functional setting with a variety of open and closed office spaces.

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>

How to Apply

Please email your cover letter, resume, and completed employment application* to jobs@audubonportland.org with subject: "Director of Education"

*Employment application available at www.audubonportland.org/about/jobs



If you have questions about this opportunity, please contact Mosaic Metier, a diversity recruiting and consulting firm. Mosaic Metier is a Black female owned company that has been retained for this search. Contact them at engage@mosaicblueprint.com and learn more at www.mosaicmetier.com.

EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to: Keia Booker, Human Relations and Equity Manager
ATTN: Director of Education, 5151 NW Cornell Road Portland, OR 97210



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture.

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