



## **Executive Director Position Description**

### **Organization**

Eagle Eye Institute is a nonprofit organization based in Western Massachusetts with a focus in Holyoke. Our purpose is to offer learning programs/opportunities for primarily Black and Brown youth to experience wellbeing, belonging, and empowerment through a relationship with nature. Our vision is a world at peace, where all people live in harmony with themselves, others and the earth.

### **Position Summary**

Eagle Eye Institute is looking for a dynamic, enthusiastic, experienced leader to take our nature- and youth-based organization to the next level! If you are passionate about the value of time in nature for youth, know that not all have access, and would like to dismantle barriers to access, Eagle Eye is excited to welcome you.

The Executive Director provides overall management and direction of Eagle Eye's programs, including managing staff, developing and managing program budgets, developing and implementing policies and procedures, cultivating relationships with donors and partners, participating in obtaining funds/grants, and coordinating with others in the organization, including the Board of Directors and Board of Advisors. This position reports to the Board of Directors and directly manages program staff and interns.

### **Responsibilities**

The Executive Director's responsibilities are below with an estimated breakdown, though responsibilities vary seasonally. They will also include other duties as assigned by the Board.

#### **Program Management (30%)**

- Develop the annual programmatic goals and objectives with the Board of Directors.
- Develop the overall program budget with the financial manager.
- Manage and/or oversee management of our youth learning, stewardship, and advocacy programs, including administration, safety, programmatic alignment and financial management.
- Evaluate programs using qualitative and quantitative methods and develop evaluation tools as needed.
- Develop and maintain relationships with program partners, including schools and youth organizations, natural sites, environmental agencies, colleges, and natural resource professionals.
- Develop and manage MOUs with program partners.
- Develop program systems as needed.

### **Staff and Volunteer Management (15%)**

- Manage or oversee management of training and support of program staff, including full and part time staff, volunteers and interns.
- Develop training materials to train staff and volunteers in our program model.
- Manage the administration of the TerraCorps/AmeriCorps program.
- Build organizational diversity in staff, interns, and volunteers.
- Create volunteer management systems as needed.

### **Fundraising, Communications, and Collaboration (40%)**

- Identify, pursue, and secure funding in partnership with the Board of Directors, including grants, fee-for-service, in-kind donations, and business sponsorship.
- Complete grant applications, including writing narratives and developing program budgets.
- Develop and coordinate fundraising events, and develop and implement online fundraising strategies.
- Coordinate or supervise coordination of print and online communications, including social media, email list, print newsletter, and website.
- Cultivate and manage relationships with community members, government and nongovernmental agencies, colleges and universities, charitable foundations, and individual donors and volunteers.
- Collaborate with community and governmental organizations as relevant to our purpose and work.
- Work to improve awareness of Eagle Eye in the community and region-wide through outreach, communications, partnerships, and marketing.
- Serve as a spokesperson and representative of Eagle Eye.

### **Organizational Leadership (15%)**

- Participate in regular meetings with the Board of Directors and Board of Advisors and complete reports and collaborative tasks.
- Support the advancement of the purpose by participating in goal setting and collaborating with the Board of Directors to accomplish organizational goals.
- Uphold the values of the organization by fostering a positive, collaborative, and transparent work environment, while advancing racial and social justice internally and externally.
- Engage Eagle Eye alumni to reconnect to our purpose and help develop a sustainable organization going forward.

### **Qualifications**

- Bachelor's degree in Environmental Education, Outdoor Recreation, and/or youth and education related fields, or comparable work experience.
- 5+ years in youth development with a focus on program design and delivery; nature or environmental focus preferred.

- 2+ years in leadership roles with experience in staff or volunteer management.
- Experience designing and delivering programs focused on outdoor youth engagement.
- Experience working with racially, ethnically, socioeconomically diverse populations, including underserved communities.
- Demonstrated commitment to racial, social, and environmental justice.
- Lived experience that adds to empathy and understanding of the issues facing the populations we serve.
- Ability to self-organize and direct, manage time, set and meet deadlines, and deliver on goals.
- Excellent communication skills in spoken and written English, as well as public speaking and presentation skills.
- Strong interpersonal skills, strength in creating and maintaining relationships and developing partnerships based on shared interests.
- Experience with GSuite, MailChimp, and Wordpress, or demonstrated ability to learn.
- Interest in advancing collaboration, facilitating the success of others, and working with an engaged board.
- Ability to work outside in varying conditions.
- Ability to work occasional nights and weekends.
- Familiarity with a nonprofit work environment.

### **Preferred Qualifications**

- Experience in event management, fundraising, grant writing, and/or managing budgets.
- Experience in marketing, media, and communications.
- Land stewardship, trail work, gardening, or other manual work experience.
- Spanish spoken and written proficiency desired.

### **Terms and Compensation**

The Executive Director is a full-time position that offers a competitive salary and benefits package. The position is based in Holyoke, MA, and requires regular travel to MountainStar Forest in Peru, MA, with some additional travel in Massachusetts required. This individual reports directly to the Board of Directors. The salary range is \$75K-\$85K plus benefits.

### **How To Apply**

To apply, please submit a resume and a one-page letter of interest to MaJa at [mkietzke@eagleeyei.org](mailto:mkietzke@eagleeyei.org). In your letter, include why you are interested in the position, what you would like to gain on a personal and professional level, and why you would be a good fit for the position. Describe the connections you see between nature and youth development. Position is open until filled.

*Eagle Eye Institute is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law. Eagle Eye is committed to diversity, equity and inclusion in our hiring and employment practices. We encourage applicants who are underrepresented in the outdoors based on race, ethnicity, socioeconomic status, ability, age, gender identity or sexual orientation.*