



Nurturing our community's connection with nature and each other through immersive outdoor experiences.



Position Opening: Executive Director

Olympic Nature Experience is a community supported, financially sound nonprofit organization. Our mission is to nurture our community's connection with nature and each other through immersive outdoor experiences.

We vision that every person in our community will have the opportunity to develop a deeply felt sense of connection and appreciation for our local, natural environment and the Earth. This can positively affect their daily actions and decisions.

Diversity, equity and inclusivity are priorities in our all-outdoor classrooms. Olympic Nature Experience has a "no child is turned away" philosophy and families are supported with tuition assistance if needed.

Prior to COVID-19, Olympic Nature Experience was serving up to 150 families per year through 11,000 hours of nature programming in seven different weekly programs. These included a play group, preschool, afterschool programs, homeschool enrichment, and camps.

Due to the pandemic, all programs were temporarily closed Spring 2020. In September, preschool classes reopened. This winter and spring, additional classes are progressively reopening towards the goal of 100% of programs running by Fall 2021.

Olympic Nature Experience seeks an Executive Director who:

Has an educational vision to bring us confidently into the next chapter of programming;
Is an experienced fundraiser who will maintain and grow our solid financial base; and
Is an organizational leader who will lead with compassion, equity and integrity.

History

Olympic Nature Experience launched its first programs in 2012 with the Adventure Club, a nature play group. In 2014 Olympic Nature Experience was incorporated as a nonprofit and started the Olympic Peninsula's first all-outdoor nature school, "Owl's Hollow." In response to community demand, programs continued to expand to their peak in early 2020. Olympic Nature Experience's founding Director is also a Lead Teacher. She will be stepping down from the Executive Director position and will continue as Lead Teacher, focusing on teaching and curriculum development. The Executive Director position will expand into an increased focus on fundraising, community outreach and strategic planning as the organization continues to grow and flourish.

Location

Olympic Nature Experience programs take place throughout the Sequim and Port Angeles area, with a central office in Carlsborg, WA. We expect our new Director to live on the Olympic Peninsula. The Executive Director must be able to travel to the office for work and meetings, conduct observations in our outdoor classrooms and cultivate fundraising and outreach connections in our community.

Compensation

Pay is based on experience, with a salary range of \$24-\$26/hour for a 20 hour work week. Benefits include 40 hours of paid vacation and a \$50/month phone stipend. A laptop computer is provided for work use.

The Executive Director position has the potential to grow over time. With leadership from a dedicated Director focusing on fundraising, community outreach and strategic planning the position and salary can increase.

Minimum Qualifications

To be considered, applicants should have a minimum of three years of demonstrated experience working with non-profits and successful fundraising.

Olympic Nature Experience seeks a leader with a background in and commitment to diversity, inclusion, and equity. The ideal candidate will leverage their excellent people and communication skills to develop, build, and maintain strong relationships with internal and external stakeholders. Outdoor and Environmental Education experience is a plus. Proven nonprofit management and fundraising skills are essential. Also required is the ability to build teamwork in a collaborative manner and empower board members and staff to use their collective skills and experiences to advance the mission.

Olympic Nature Experience is actively committed to social equity and justice, and encourages candidates of all racial and gender identities, cultural and economic backgrounds, and of any sexual orientation to apply. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, or marital status in employment or the provision of services.

Responsibilities

Fundraising and Outreach

- Develop and execute grant, sponsorship and donation programs.
- Work with community partners to critically assess the community's needs and how they intersect with Olympic Nature Experience.
- Oversee and support the Administrative Director and Fundraising Committee's short- and long-term fundraising priorities, goals, and work plans.
- Oversee all marketing materials, donor cultivation materials and thank you program.
- Act as the public face of the organization, representing Olympic Nature Experience in videos, photos, newsletters, social media, and public appearances to further programming, fundraising, and outreach goals.

Financial Management

- Craft annual budgets that align with strategic plans and present them for approval to the Board.
- Efficiently manage all finances, including short and long term financial sustainability in accordance with Board's strategic plan, industry best practices, and all local, state and federal laws.
- Track the budget throughout the year, prepare and present monthly financial reports for the board.
- Manage the Tuition Assistance Program. Ensure funding is awarded in a way that meets Olympic Nature Experience's goals for equity, inclusivity and an anti-racism culture.

Staff Management

- Create a people-centered environment that welcomes diverse perspectives, cultures, and experiences
- Hire all staff and maintain appropriate staffing for all programs.
- Oversee staff training, including ongoing professional development opportunities for staff that reflect the organization's strategic goals.
- Oversee and document all employee annual evaluations.
- Work with teaching teams to improve teamwork, performance and job satisfaction when needed.

Organizational Management

- Ensure all activities are consistent with mission, vision, values, strategic plan, fundraising and outreach plan, and program goals.
- Create a climate of welcome, inclusion and nature connection at all programs, events, and gatherings.
- Collaborate with the Board to review and update the Strategic Plan, as needed. Use the plan as a road map for development and growth.
- Recruit new board members as needed. Conduct new board member training and maintain board member handbook.
- Cultivate the Board's leadership of Olympic Nature Experience by providing timely financial reports, program updates, etc. at monthly meetings.
- Ensure all activities comply with local, state, and federal law, and ensure proper insurance is in place for organization, staff and Board.

Program Management

- Vision, schedule, budget, and sufficiently staff all programs.
- Update program goals and learning frameworks to maintain their relevance to community needs and Strategic Plan.
- Work with families and staff to resolve issues that arise between any and all parties involved in programs.
- Support staff in educating and welcoming new families through orientations, site visits, conversations, problem solving and Q&A sessions.
- Oversee the creation and updating of policies (both internal and external) that keep programs safe and improving.
- Update and review all program land use agreements. Ensure sites are safely and properly used by coordinating with staff and site managers, as needed.

How to Apply

All qualified candidates are invited to apply by completing the [online application](#) which includes submitting a resume, cover letter (described in detail below) and contact information for three professional references.

To be considered, please include in your cover letter (limit 2 pages) attached to your application your skills, experience and philosophy with the following:

- 1) Non-profit management, staff development, and leadership skills;
- 2) Fundraising including both individual donor development and successful grant writing; and
- 3) Outdoor education and community

Please direct all questions to: office@olympicnatureexperience.org with your name and “Executive Director Application” in the subject line.

We will acknowledge and review all applications in the order they are received. The priority deadline for applying is February 26, 2021. We encourage early submission. The position will remain open until filled. We expect to begin interviews in mid-March.

Before actual hire, the prospective candidates MUST pass a Washington state background check.