Job Announcement: Education Program Director

About the Organization
At Watershed Management Group (WMG), we envision a world where the relationship between the Sonoran Desert and its people creates prosperity for all. This includes all people, plants, animals, land, and waters of the United States, Mexico, and Native American nations found in the Sonoran Desert. Our mission is to develop and implement community-based solutions to ensure the long-term prosperity of people and health of the environment. We provide people with the knowledge, skills, and resources for sustainable livelihoods.

At the core of our work is the value and practice of diversity, equity, and inclusion with the goal of advancing care for people and the environment. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, color, religion, disability, sexual orientation and beliefs.

Job Title: Education Program Director
Supervisor: Executive Director
Start Date: January 2023 or when position filled
Location: Tucson, AZ, working at WMG’s Living Lab, option for some remote work
Hours: Full-time, salaried position, average 36-45 hours/week. Some weekday evening and weekend hours for community events. (Option: Reduced hours, salaried position, 30-36 hours/week.)
Pay Rate: $58,000 - $68,000, annual salary (reduced hour’s annual salary: $48,000 - $56,000)
Benefits: Matching retirement fund, health care coverage, paid vacation and sick leave, alternative transportation benefits

Job Description:

We seek an energetic, passionate, highly-organized Education Program Director to oversee the success and delivery of the educational programs centered at WMG’s Living Lab. The position will supervise program staff, lead strategic team management and program development, manage and raise funds for programs, and oversee program evaluation and impact.

The Director will further our goal of building community-based stewardship through life-long learning opportunities that focus on experiential, iterative learning fostering a culture of reciprocal, ongoing relationships with the environment.
Duties and Responsibilities:

- **Program development, oversight, evaluation, and impact**
  - Lead the execution, improvement, and expansion of current and future education programs, including educational programs with families, K-12 school groups, interns, docents, and general adult audiences. Enhance bilingual program offerings.
  - Devise and implement evaluation strategies to track and review program performance and determine the need for changes or improvements.
  - Ensure consistency and innovation in educational practices and curriculum. Enhance programs to build watershed stewardship through life-long learning opportunities that focus on experiential, iterative learning building a culture of reciprocal, ongoing relationships with the environment.
  - Ensure Living Lab educational facility is a safe, functional demonstration site and learning facility.
  - Ensure data and metrics are tracked across education programs and provide quarterly metric reports to Executive Director.

- **Staff management and mentoring**
  - Participate in WMG’s Leadership Team working to improve the long-term programmatic outcomes and organization culture of WMG.
  - Supervise 3-4 direct reports as well as overseeing Docent program with 10-15 docents and Intern program with 6-10 interns.
  - Direct program managers and staff, in areas of recruitment, hiring, discipline training, orientation, and ongoing personal growth and skill improvement opportunities of staff in partnership with the Executive Director. Conduct annual performance reviews and goal setting with program staff.

- **Program finance and fundraising**
  - Oversee any internal and external contract/funder budgets, timelines and reporting.
  - Build and maintain strong relationships and partnerships with WMG donors and stakeholders, representing WMG externally, raising awareness of the needs of those impacted by WMG programs and cultivating community relationships to increase involvement and resources.
  - Write and secure grants to fund Living Lab programs in collaboration with program staff and Executive Director.

- **Other duties as assigned.**
Desired Experience, Skills, and Abilities:

- At least 5 years of management of programs and program staff experience, preferably in a nonprofit setting, including budget development, grant writing and administration, volunteer recruitment and management, and program evaluation.
- At least 5 years of experience in designing and running educational programs, preferably environmental education with youth and adults.
- Experience hiring, managing, developing, coaching, and retaining staff individuals and teams, empowering them to elevate their levels of responsibility and performance.
- Demonstrated commitment to equity and inclusion in the workplace. We especially encourage you to apply if you are a member of (or have extensive experience working with people from) any communities that are impacted by the historic and current system of oppression that has limited access to environmental education, or the outdoors in general.
- Excellent written, verbal, and listening skills with the ability to effectively represent the organization and interface with staff, board, committee members, volunteers and other internal and external audiences, some public speaking necessary.
- Ability to effectively communicate and engage with diverse communities and build relationships built on trust and understanding.
- Bilingual speaker and writer, fluent in English and Spanish preferred.
- Ability to use technology to accomplish objectives including but not limited to Google Suite, Microsoft Office products, and CiviCRM.
- Accuracy, attention to detail and strong time-management is a must; ability to meet deadlines.
- Ability to prioritize and manage multiple tasks simultaneously and the flexibility to adjust to changing priorities and workflow.
- Ability to work effectively both independently and as a part of the WMG team.
- Cell phone that can be used to make and receive work calls.

Please send your application to Lisa Shipek, lisa@watershedmg.org. Applicants must provide:

- a 1-page cover letter (statement of interest)
- a brief statement of your philosophy and commitment to diversity, including your track record of contributions to diversity
- a 1-2 page resume or list of previous work experience
- phone and email contact for 3 references (at least two professional)