



Join a team that is making a difference for people and nature! Nature Forward seeks a Director of Education to supervise and support a diverse portfolio of environmental education departments including a nature-based preschool, a popular summer camp, school field trips to our Woodend Nature Sanctuary, our GreenKids systemic partnership for school-based environmental literacy, classes and field trips for adults, and an international nature travel program. These programs that reach over 17,000 people annually are fundamental to our mission to build a larger and more diverse community of people who treasure the natural world and work to preserve it. The successful candidate will be an experienced supervisor who uses an asset-based approach to guide successful teams. They will have the skills and acumen to build, resource and evaluate programs in alignment with strategic plan goals. Located at the beautiful, 40-acre Woodend Nature Sanctuary in Chevy Chase, MD, the Nature Forward work atmosphere is friendly and flexible.

Job Title: Director of Education

Salary Range: \$78,000 - \$90,000

Standard Hours: Full Time

For best consideration apply by: 2/8/2025

To Apply: Send a **resume** and **cover letter** by email to eesearch@natureforward.org with the subject line "Application for Director of Education"

Position Summary: The Director of Education oversees all aspects of Nature Forward education operations, supporting departmental directors to build and sustain high quality programs that advance environmental literacy with youth and adult audiences, achieve strategic plan goals, and meet revenue and expense targets.

Essential Duties and Responsibilities

- Lead strategic planning for environmental education objectives and oversee work plan development to achieve strategic plan goals
- Directly supervise Education Directors (Preschool, Youth Programs, Adult Programs and GreenKids) and support them to plan and implement their own staffing structures
- Set and implement education program standards across the organization
- Establish evaluation tools and feedback response strategies to ensure programming offerings remain relevant, innovative, and attractive to diverse audiences
- Oversee preparation of and adherence to budgets for all education departments with attention to opportunities for growth in net revenue
- Serve as staff liaison to the Programs Committee of the Board
- Participate in stewardship of major donors who support education programs
- Collaborate with development staff and education department directors to seek grant funding, as well as track and report on grants received

- Collaborate with the Communications Department to effectively promote programs
- Communicate professionally with program participants, volunteers and other clients, model top-level customer service, and champion Nature Forward membership in the wider community
- Serve as Nature Forward's Education spokesperson, regularly updating stakeholders (staff, Board, funders, members, volunteers, program participants) on noteworthy information
- Create and manage partnerships strategically and participate in integrated management of cross-departmental partnerships

Qualifications/Requirements

- M.A. or equivalent experience in education, natural resource management, nonprofit management or a related field
- 7 years of professional experience in program management, preferably in environmental education
- 5 years of supervisory and budgeting experience
- 5 years of experience with grant proposal preparation and grant management
- Dynamic leader with an entrepreneurial spirit and the ability to create innovative strategies and programs without existing models
- Ability to establish, manage and complete multiple projects on time and on budget
- Strong interpersonal skills and the ability to effectively build strong relationships both internally and externally
- Excellent verbal and written communication skills and experience serving as an organizational spokesperson
- Good judgment, honesty, and integrity
- Sense of humor, candor and flexibility
- Strong organizational skills
- Non-profit and environmental organization experience preferred

Benefits

- Health care
- Life insurance
- Accidental death & dismemberment insurance
- Long-term disability insurance
- Medical & dependent care flexible spending accounts
- 403(b) retirement plan
- Approximately 15 organizational holidays annually
- Vacation and sick leave based on length of service