



Executive Director

POSITION DESCRIPTION

POSITION SUMMARY: The Executive Director is responsible for collaboratively planning, directing, evaluating and participating in all programs and services at Crown Point Ecology Center. Reflective of the mission and vision, the Executive Director leads the Dominican Sisters of Peace eco-justice based ministry to reach goals and objectives set forth in the strategic planning document. The Executive Director reports to Board of Directors and the Leadership Team of the Dominican Sisters of Peace

ESSENTIAL DUTIES AND KEY RESPONSIBILITIES include the following. Other duties may be assigned.

❖ **Administration of Crown Point Ecology Center's Operations:**

- Oversees the day-to-day operations of the center
- Insures the implementation of the strategic planning based on goals and objectives agreed upon by the Congregational Leadership Team
- Evaluates and amends strategic planning documents on a yearly basis
- Provides a collaborative environment to address present and future physical, programmatic and fundraising development
- Establishes and facilitates working groups/committees to help plan and implement the mission, programs and projects
- Represents Crown Point Ecology Center to the Congregation and the public
- Networks with local, regional and national eco-justice and creation focused groups and organizations to share information, coordinate programs and projects, share resources, and serve on boards
- Networks and associates with local and regional organizations, agencies and Bath Township officials to promote and further the mission of Crown Point Ecology Center
- Incorporates best practices and land-use ethics into all projects and programs
- Monitors all services and maintenance of buildings and land
- Develops and implements marketing strategies
- Determines staffing for the entire operation
- Fosters and maintains strong positive relationships with staff, volunteers, donors, community partners
- Provides input, direction and evaluation to staff
- Encourages an atmosphere of open communication and staff participation in planning, project implementation and decision making

❖ **Oversees Advancement:**

- Strategizes and implements a development plan to sustain the ministry and increase funding to meet future needs
- Oversees event planning and implementation
- Coordinates grant schedule to support organizational objectives
- Oversees all fundraising and data software

- Drafts and implements grant proposals and ensures compliance with guidelines, procedures and reporting
 - Establishes relationships with potential donors and maintains relationships with current supporters
 - Seeks opportunities to communicate mission and vision with philanthropists
- ❖ **Budget Management:**
- Monitors revenue and expenses
 - Plans and initiates the budget process in accordance with fiscal year.
 - Collaboratively researches and evaluates fiscal needs for operations and capital expenditures
 - Is familiar with accrual accounting and reports
 - Manages cash flow
- ❖ **Program Management:**
- Develops and oversees programs that support the mission
 - Evaluates efficacy of programs including summer-farm camp, CSA, Tiny-Tillers, Educational Seminars, and First Fruits Initiative
 - Routinely tracks program results and outcomes
 - Maintains and reports program records and metrics
- ❖ **Other:**
- Participates in educational programs at all levels
 - Assists staff as needed
 - Holds regular staff meetings
 - Monitors and informs staff of pertinent local/global food issues
 - Participates in professional development
 - Assists with the production of web-site content, brochures and other PR material

REQUIRED MINIMUM QUALIFICATIONS

Demonstrates a passion and commitment for ecology, environmental education, spirituality and social justice

EDUCATION: Bachelor's Degree in Environmental Studies, Ecology or related science or agriculture field or equivalent. Theology/Spirituality studies or equivalent preferred

EXPERIENCE: Administrative experience in ecology or agriculture based projects or equivalent. Non-profit administrative experience preferred including financial reporting, fundraising, grant writing, educational programming and land and agricultural management. Sales and marketing are preferred

REQUIREMENTS: Be willing to work a flexible schedule including weekends, evenings and holidays, and possess or be able to obtain a valid state of Ohio driver's license

KNOWLEDGE: Knowledge of non-profit organizations; budgeting principles; grant writing; fundraising and event planning; group facilitation techniques; ecology and organic farm principles; direct marketing strategies and techniques; volunteer management

ABILITY: Manage and report financial data; communicate effectively in both oral and written form; give presentations; work within a collaborative management model; lead, motivate and supervise employees and volunteers; instruct, motivate and encourage program participants; apply principles of eco-justice and best practices in all situations; adjust to changing priorities;

network with a variety of ministries, organizations and congregations; work efficiently and effectively on multiple projects; work in outdoor and indoor locations

SKILL: Demonstrated problem solving ability; utilize computer programs, databases and internet; development of short and long term plans designed to meet established goals and objectives; effectively communicate and interact with staff, volunteers and public for purpose of providing information, instruction and motivation; facilitation of groups that attend programs on and off-site; giving presentations in area of expertise; relating to people of other cultures for purpose of hospitality and educational instruction

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job.

- Stands and walks intermittently throughout the work day, including sitting, bending, stooping; reaching, lifting, and carrying as necessary to access plant material, equipment, livestock and supplies
- Manipulates various office materials, supplies, and equipment
- Lifts up to 50 pounds
- Coordinates concurrent projects and tasks
- Maintains deadlines and ability to cope with frequent interruptions
- Functions independently
- Performs outdoor tasks in adverse weather conditions
- Performs indoor tasks in conditions common in offices, barns or greenhouses
- May work in or assist with other positions temporarily